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H. E. DAVIDSON,
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A handbook of library and office fittings and supplies

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service at as low a price as the resident without special taste, interest, or ambition. Whatever the position to be filled, it costs nothing to let the BUREAU try to help. Instead of taking for these positions the first applicant out of employment, it is a duty owed the public to get the best help for the money which the market affords. The BUREAU is to aid the libraries, and as it charges nothing for this service, no management can afford to neglect its proffered assistance.

On receipt of a statement of what is wanted we will give, with discrimination and care, needed information about suitable candidates.

Consultation department. To give expert advice as to developing interest, raising funds, location, building, fixtures, heating, lighting, ventilation, care, selecting and buying books, binding, cataloging, indexing, classification, circulation, rules, help, and all the details of organization and administration, so as to secure the best results at the lowest cost, profiting by the experiments and experience of the rest of the library world.

Publication department. To publish manuals for administration, indexes, and tables of classification, subject headings for shelves and catalogs, guides, labels, and various needed helps, practicable only through a cooperative agency.

Supplies department. To furnish, of better models, materials, and workmanship, at less cost than otherwise obtainable, all articles recommended by the Library Association and Library School, and to equip libraries, from smallest to largest, with the best known devices for cheap, convenient, and efficient use and administration. It is its purpose to supply the best for each use, and, if selection is left to the Bureau, the benefit of its unequalled experience and facilities is secured.

Except books and periodicals, these supplies include *everything needed* in the best equipped public or private library, covering the whole field as if there were no other source of supplies.

Many away from large cities, or not knowing where to go, or what prices to pay, waste much time in getting an unsatisfactory article, and often pay more than the best would cost, if bought with our facilities. To accommodate libraries and librarians, we allow anything wanted to be ordered through us, the cost never being more (it is often less) than if bought directly.

The Bureau aims to make itself indispensable to the libraries, and to prove to them by experience that the most convenient, cheap, and satisfactory course when anything is wanted is to come or write at once to it.

Catalog department. Many libraries, as a result of increased knowledge among library trustees of better library methods and the enhanced usefulness of a library properly classified and cataloged, are reorganizing and bringing their administration in accord with advanced library thought. The Bureau undertakes contracts for organizing new libraries or reorganizing old ones, in accordance with the latest devel-

opments of library science, taking full charge of such work, or it will send from its corps of experts those thoroughly competent to act in the employ of the trustees. See also pages 62-64.

To commercial houses

The marked services which the Bureau has rendered to libraries, and the guidance it has given in finding out and applying the best administrative methods has been quite equaled in commercial fields. Among life and fire insurance companies, banks, railways, large manufacturing establishments, and to representative houses in almost every line, it has not only suggested and installed better methods and improved machinery, but it has also effected great savings in expense. The rapid and successful development of this work has led us to establish a department of

Improved business methods. It offers its services to any business house, agreeing after examination to attain a certain saving in expenses and to maintain or increase efficiency. The proved value of such services is the basis for the fee charged. It studies the unproductive side of the expense account and considers after carefully studying the details of each business how it is possible to reduce expenses by changes in method or adoption of new devices. The Bureau brings to the questions involved not only a large and varied experience among offices and business houses, but the services of the most expert accountants and students of business methods.

Many successful houses do not study the non-producing side of their business. Systems become established while proportions are small. Employees become trained in cumbrous methods which no one thinks to improve, while from success the executive officers are occupied with what to them are more important matters, or because they are lacking in time, or the peculiar training needed to devise and apply successfully the new methods. It is difficult for employees trained in any one method to obtain a different point of view than the one acquired through daily routine.

From these causes we often find houses doing a business of millions actually spending thousands unnecessarily. In a single instance the improvements made effected an annual saving of \$20,000, while the revolution in administrative methods was accomplished at a total outlay of \$10,000, thus the first six months of better methods paid the entire cost of the change. Had the business been less successful, the possibilities of saving would have no doubt been discerned earlier, yet this business was not carelessly or unwisely administered. Even though prosperous commercial enterprises may bear such leaks, they would explain many a business failure were its causes fully understood. This department is not alone for the large corporations doing a great annual business, but can render corresponding service to most small businesses, few of which can not be administered either cheaper or better.

The Bureau's large contact with every phase of administrative questions, the solution of the difficulties involved in its large experience through its various offices, have led us to form this new department of business methods. For nearly 20 years it has been accumulating the peculiar experience and labor-saving devices and methods from all parts of the world. It is thus able to render more valuable service in briefer time than would be possible to any mere expert accountant or business adviser without these peculiar and extensive facilities.

It offers its services to any house, basing compensation on results attained, as shown by trial of the improvements introduced.

Correspondence is solicited with any corporation, firm or individual who thinks our expert services may be needed.

Indexing department. One result of the great increase in the use of the Card Index by commercial houses has been the organization by the Bureau of a special department for writing, arranging, and maintaining of indexes. It has at the present time more than 150 such indexes under its care, and undertakes to copy any list, arrange the cards in alphabetical order, print the guides, and deliver to the user, complete with case and fittings, guaranteeing every detail to be as perfect as 18 years' experience can dictate.

Any novice who has undertaken such work will testify that arranging the cards for a large list of names involves greater skill and more expense than copying or writing. The Bureau, with its trained assistants, can do this work with greater accuracy at less cost than untrained employees. We have recently completed a list of over 250,000 names for one of the largest savings banks in New York, at a saving to them of more than \$1,000, beside giving the most perfectly arranged index possible.

Where a list is often consulted for names given orally and the correct spelling is not known, those phonetically the same are arranged under one spelling, cross references being made from all variations. The guide marking this group is headed with the accepted spelling, and also shows the variations included under it. The amount of labor involved, the great care in reading, and the knowledge even of what names have a common pronunciation, is not easily conceived. The Bureau not only undertakes this work in Boston, New York and Chicago, but sends its corps of experts to any locality, under the guaranty that the indexing will be done at less cost, more accurately, and the change from blank books to cards made without interruption of daily routine duties; in other words, a bank, municipal office, life or title insurance company, or any business house, may order its card index with no greater responsibility for results than in selecting and buying a desk or other office appliance, except to give the Bureau agent access to its records.

The cost of writing, arranging, and guiding is dependent upon so many conditions that each contract must be a matter of special estimate. Correspondence solicited with all who have indexes to make.

11a. Reading for the Young.—A classified and annotated catalog, with an alphabetical index of authors, by John F. Sargent. 1 vol. 8vo., 123 pp.

Published by the Library Bureau, under the direction of the American Library Association Publishing Section. Mr. Sargent, its compiler, who was librarian of the Paterson, N. J., Public Library, gave much time for several years to this work, and since his lamented death it has been carefully completed and thoroughly revised by his sisters. It presents a select list of books suitable for young people, not confined to those usually known as "juveniles," but taking a wide range in general literature. The titles are arranged under subject-headings covering all departments of reading, and are accompanied by descriptive notes, intended to show the character and value of each book; under each heading the book-titles are followed by references to the best articles on the subject in the leading young folks' periodicals, making a very full exhibit of accessible sources of information for young people on all subjects. The author-index at the end indicates at once where any particular book is placed in the classification.

Librarians and teachers will find this book of great service in guiding the reading of the young; many public libraries will distribute it to their young readers, and it will be supplied in quantities at very low rates. Special editions will be furnished with extra printing (library numbers, etc.) when desired.

The attention of parents who wish to direct the reading of their children is called to this book as an invaluable aid. What better present for a child with a taste for reading than this?

To booksellers this work, with its liberal wholesale terms, offers an opportunity, not only to make a fair profit, but to lay the foundations for future trade by educating customers and stimulating the demand for good books.

The price of the book (single copies) is as follows:—

paper covers	\$.75
cloth boards	1.00
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Address all orders to LIBRARY BUREAU.

Sample page from Reading for the Young

AGRICULTURE:—DOMESTIC ECONOMY:—TRANSPORTATION:—TRADES.

Roberts, A. W. Growing walking canes. *Harper's Young People* 5: 539. ('84)

Sage, Agnes C. Nuts. *Harper's Young People* 6: 786. ('85)

DOMESTIC ECONOMY.

Girl's room, A. (a)

Teaches agreeable ways of making rooms and homes pretty with little expense; how to darn, mend, etc.

Goodwin, Christina. How they learned housework. (a)

Four young girls' first efforts in sweeping, dusting, plain and fancy cooking.

Kirkland, Mrs. E. S. Dora's housekeeping. (a)
A young girl's experience in housekeeping, while her mother is away to regain her health.

— Six little cooks. (b)

Some little girls amuse themselves by learning to cook, and afterward give an entertainment to prove their success.

Lothrop, Harriet M. (*Margaret Sidney*.) New departure for girls. (a)

How two young girls without accomplishments, when left penniless, turn a gift at darning to account; gives excellent advice to girls.

Owen, Catherine. Gentle breadwinners. (a)
Directions in story form for making candy and cake for sale.

Power, Mrs. S. D. Anna Maria's housekeeping. (a)

Experiences in beginning housekeeping, pointing out mistakes and suggesting remedies.

Pratt, Ella [*Farman*]. Cooking club of Tu-whit Hollow. (ab)

Whitney, Adeline D. T. Just how. (a)

Reliable receipts in all departments of cooking, with other valuable elementary knowledge not generally in cook books.

Aunt Marjorie Precept. Fine art of cooking. *Harper's Young People* 3: 360. ('82)

Cooking clubs. *Harper's Young People* 2: 589. ('81)

Herrick, Christina T. Employments for girls. *Harper's Young People* 9: 17. ('88)

— What boys and girls should wear. *Harper's Young People* 9: 487. ('88)

Huntington, Emily. Kitchen garden school. *Harper's Young People* 9: 269. ('88)

Kirkwood, Louise J. Kitchen garden school. *St. Nicholas* 10: 928. ('83)

Lillie, Lucy C. Pot-pourris. *Harper's Young People* 10: 548. ('89)

White, Sallie Joy. Bread-making. *Wide Awake* 29: 137 [sup.]. ('89)

— Cooking in the public schools. [Boston] *Wide Awake* 28: 9-89 [sup.], 29: 105-137 [sup.]. ('89)

TRANSPORTATION AND COMMUNICATION.

Allen, G. G. Universal phonography. (a)

Dolbear, A. E. The telephone. (a)

An account of the phenomena of electricity, magnetism.

and sound, as involved in its action; with directions for making a speaking telephone.

Jones, R. J. Cornwall. Ships, sailors, and the sea. (a)

Book of reference on different kinds of vessels, light-houses, signals, lightships, flags, etc.

Bunnell, J. S. Cable cars. *St. Nicholas* 6: 7. ('79)

Camp, Eugene M. Telegraphy as a profession. *Harper's Young People* 9: 806. ('88)

Flint, Jas. H. Cabling. *St. Nicholas* 1: 388. ('74)

Henderson, W. J. Compass bearings. *Harper's Young People* 10: 631. ('89)

— Danger angles. *Harp. Young People* 10: 699. ('89)

Lewees, J. The boys' own phonograph. *St. Nicholas* 7: 235. ('80)

Linn, W. A. Telegraph boys. *St. Nicholas* 7: 151. ('80)

Rideing, W. H. Atlantic cable. *St. Nick.* 5: 327. ('78)

— Life saving on the coast. *St. Nick.* 1: 336. ('74)

Traverse, Major. The pilot boat. *St. Nick.* 2: 351. ('75)

— The pony express. *St. Nicholas* 1: 641. ('74)

— Railroads. *St. Nicholas* 3: 81. ('76)

MANUFACTURES AND TRADES.

Boy's workshop, A. (ab)

Instructions for furnishing a work shop, use of tools, making useful and ornamental articles, how to photograph, etc.

Griffith, Rob. Boys' useful pastimes. (ab)

Use and care of tools, instructions for making toys, household ornaments, scientific appliances.

How to use wood-working tools. (a)

A manual of instruction.

Kirby, Mary and E. Aunt Martha's corner cupboard. (b)

How China dishes are made; where various articles in a cupboard come from and are prepared.

Lukin, J. Amongst machines. (a)

Describes mechanical appliances, glass-making; how pins, screws, bolts, and other things are made.

Manson, George J. Ready for business; or, choosing an occupation; practical papers for boys. (a)

Considers opportunities afforded by different trades and professions; what is necessary in order to acquire a knowledge of them, etc.

Same. *St. Nicholas* 13: 212-300 ('86), 14: 627-947 ('87)

Sauzay, A. Wonders of glass-making. (a)

History of glass-making; how mirrors, bottles, thermometers, optical glasses, etc., are made.

Uncle Lawrence. Young folks' queries. (b)

In story form, tells about the manufacture of pins, needles, candles, matches, etc.

Vance, F. T., and others. Ways for boys to make and do things. (ab)

How to make kites, tents, menageries, boats, and snow-shoes; instructions for walking, skating, tree culture, etc.

Amateur's workshop. *Harp. Young People* 9: 167. ('88)

Bolton, C. E. Paper. *St. Nicholas* 11: 808. ('84)

12. Decimal Classification and Relative Index. For arranging, cataloging, and indexing public and private libraries, and for pamphlets, clippings, notes, scrap books, index rerums, etc. By Melvil Dewey, Director New York State Library and Library School; Ex-Pres. American Library Association. Published by the Library Bureau.

Brief Description. All known subjects are grouped into 10 classes numbered with the digits, 0-9; e. g. 5 is Science. Each class is treated as a separate library and divided into ten divisions numbered likewise; e. g. 51 is Mathematics. Each division has 10 sections; e. g. 513 is Geometry. Many of these sections are further divided so that the minutest topic may have a specific number, all after the first three figures being arranged as decimals. Thus 331.89 is Strikes, or to give the meaning of each figure in order (as would be seen at a glance in the book) — Sociology; Political Economy; Capital, Labor, and Wages; Laboring Classes; Strikes. All subjects in the scheme are arranged in simple arithmetical order, and the great Index in a single alphabet enables a novice to assign the minutest topic to its exact place in the classification or to find anything already assigned by the quickest and cheapest method yet discovered. Full directions are given for applying this system to its manifold uses and also for variations to meet special cases.

This scheme, first printed in 1876 in 40 pages, had 1,000 heads in the Tables and the largest Subject Index then printed. This edition (fourth) has many subjects divided a hundredfold more minutely; the Index has 20,000 headings; while a column explanatory of the scope of each topic, distinctive type, and improved arrangement add greatly to the accuracy and rapidity of reference. Ample space is given for ms. notes in the tables, and various editions provide for special wants. It is equally adapted to the largest public or smallest private collection, to books on shelves, pamphlets in cases, clippings in scrap books, cards in catalogs, notes in boxes and trays, etc. Wherever compared for economy and ease of adoption and use, it is chosen above all others. No person interested in libraries can afford not to investigate this system now adopted more widely than any half dozen others.

Price postpaid. Fifth edition, 1894, revised and greatly enlarged. Half Turkey, gilt top, A. L. A. binding, \$5.00. Full Persian morocco, flexible, red edges, \$5.00. Full Turkey, flexible, full gilt, \$6.00.

A 32-page pamphlet with full explanations and suggestions of its great practical value to every literary worker will be sent free to any applicant by the publishers.

13a. Card Catalog Rules. Library School Rules for author and classed catalogs, with 52 fac-similes of sample cards, 4th edition (1892), edited by Melvil Dewey, Director of New York State Library and Library School, ex-President American Library Association, with bibliography of catalog rules by Mary Salome Cutler, instructor in cataloging in the Library School. Published by Library Bureau.

These rules were very carefully made up from the A. L. A. Code five years ago. Since then they have been in daily use in the Columbia Library training classes, and the 5 years in the Library School. For over 3 years they have been in type, subject to constant criticism and suggestion from those needing their help, and hundreds of minor changes in wording and illustration have been made in the effort to make them as perfectly as possible an invaluable guide to catalogers.

The graphic illustrations form the most important feature. Fifty-two fac-simile cards were found necessary to fully illustrate all the points. These include all details: the names, titles, imprint, capitals, spacing, indention, reference and call numbers. They are printed twice in order to show the red down lines in proper position, and blue ink is indicated by special type. Beside these it has such marginal explanations, amplifications and variations from previous rules, as have good authority; variations being printed in italics, the others in roman types. Nothing so complete has been made before.

Library School Accession Rules. [See 31a.] The basis of these rules was first written by the Sec. of the A. L. A. for *Library Journal*, vol. 1, p. 315, with the description of the Standard Accession Book, which was (1877) adopted by the Coöperation Committee of the A. L. A. They were later revised and used in the preface to this Accession Book. They are now reprinted with additions, and such modifications as use has proved wise, and the frequent adoption of the Condensed Accession Book made necessary. A sample page, written in the library hand, illustrates every rule, and is invaluable to the cataloger. Price in pamphlet form, 50c.

Library School Shelf List Rules. [See 31i.] The outgrowth of 15 years' use of the L. B. shelf sheets, and of 8 years' experience in teaching shelf listing in the School, they cover the constant questions that arise, and are fully illustrated by sample pages, showing method of filling out both, the 20 x 25 cm, and the newer, 10 x 25 cm forms. Uniform with Card Catalog and Accession Rules, pamphlet form, 25c.

All are printed on finest paper 25 x 17.⁵ cm, allowing margin for side notes. The regular edition for the use of catalogers is interleaved with linen paper to admit of individual additions.

Card Rules, Accession Rules, and Shelf List Rules, bound together, postpaid, in paper covers, \$1.00; in cloth, \$1.25; in ½ genuine turkey morocco, \$2.00; in full flexible persian morocco, interleaved, cataloger's edition, \$2.50.

13b. Cutter's Decimal Author Table. A scheme giving to each work its own exclusive book number, so contrived that the books stand on the shelves alfabeted by authors under each subject. With the relative location, now so largely adopted by libraries, this system makes indefinite intercalation of books possible in a very simple manner. It not only brings all of an author's works upon one subject together upon the shelves, but allows of arranging still closer by dates or by alfabeting under title, as desired. Devised by C. A. Cutter, Librarian of the Forbes Library, Northampton, it has grown from its use in that library to a wide adoption in others, as a satisfactory solution of one of the problems of close classification. Full explanatory circular mailed on application. The Tables are mounted on boards, strongly hinged together, and fold into compact form. Price, postpaid, mounted, \$1.25; in a sheet, \$1.00.

13c. Perkins Manual. San Francisco Cataloging for Public Libraries; a manual of the system used in the San Francisco Free Public Library, by Fred B. Perkins.

This volume of 53 pages is one of the most suggestive obtainable by the young cataloger. For 25 years Mr. Perkins has been engaged in cataloging and allied work, and he has put in clear, concise form the results of his experience for the use of other catalogers. His experience was in the New York Mercantile Library, the Boston Public Library during the period of its greatest development under Mr. Winsor, and later in the Library Bureau, where he was consulting librarian till he was called to the San Francisco librarianship. His purpose was to make a volume better suited for beginners in cataloging than either the A. L. A. or Mr. Cutter's rules. He illustrates his rules by sample cards and detailed instructions, and finally by sample pages, the form of dictionary catalog based on a classified system, which he insists is the only possible way of meeting the grave difficulties. Beside this matter there are given in a very condensed form many practical notes which enable the young librarian to utilize the author's peculiar skill and experience. Those who do not agree with Mr. Perkins' views will find his rules exceedingly suggestive and valuable.

Perkins Classification. A rational classification of literature for shelving and cataloging books in a library with Alfabetical Index, by Fred B. Perkins.

This pamphlet of 57 pages gives in compact form, for the practical use of those who may select it, the scheme which the author has worked out with great care for use in his library. This is numbered and indexed similarly to the widely used Decimal Classification, of which its author is the chief critic. It illustrates the author's personal views, and is one of the best practical working schemes in print. Those who prefer the commonly used Decimal System will find this work very suggestive and valuable. Price of Manual and Classification, bound together in paper covers, postpaid, \$1.00.

13e. Eclectic card catalog rules. Author and title entries based on Dziatzko's "Instruction" compared with the rules of the British Museum, Cutter, Dewey, Perkins, and other authorities ; with appendix containing a list of Oriental titles of honor and occupations ; by Klas August Linderfelt, ex-Librarian of the Milwaukee Public Library. Boston, Charles A. Cutter, 1890. 8 + 104 p. O.

"Prof. Dziatzko's work," says Mr. Linderfelt, "is a marvel of ingenious condensation, lucidity, and completeness. It would have been impossible to evolve out of mere theoretical reasoning such an array of minute directions as to the manner of proceeding in the innumerable variations and peculiarities of book making, which are the result of the vagaries of authors, publishers, and printers of the last 450 years, and now contribute their share toward making the life of the conscientious cataloger a burden. On the contrary, Prof. Dziatzko's rules are the outgrowth of the actual passing through his own hands of every one of 340,000 cards and the 330,000 books and pamphlets which they recorded ; and the examples he cites are actual existing facts."

Taking this as a foundation, Mr. Linderfelt has prepared a manual suited to the needs and habits of the American cataloger, who, in many respects, has very different ideas from his German cousin, and has made it in a way an epitome of all rules by his references to other codifiers.

The publisher said at the Fabyan House Conference : —

"Being unwilling that so much good work should be lost, I am printing it myself. It is not the foolish affection of a foster-father that makes me believe the book to be of the very highest importance to all catalogers. While I naturally hope it will not entirely supersede my own Rules, I see that it presents the subject under a very different aspect and in a new order. A cataloger who loves his profession, and wishes to broaden his views, will profit greatly by comparing the two treatises. Another thing: examples are always interesting. Herr Dziatzko's work was profuse in examples, and Mr. Linderfelt has supplied still more. Besides this, Mr. Linderfelt has added, in an appendix, a list of Oriental titles, with their translations,—something that is not to be found, so far as I know, anywhere else in literature."

The book is excellently printed and well indexed. Its price is :—

paper covers	\$1.25
cloth boards	1.50
half goat, A. L. A. style (very substantial)	2.00
flexible Persian morocco, interleaved	2.50

Orders may be addressed to LIBRARY BUREAU.

15a. Library Notes. A journal of improved methods and labor-savers for librarians, readers, and writers, edited by Melvil Dewey, ex-President American Library Association, Director N. Y. State Library and Library School.

It is the aim to fill 300 royal 8vo pages of each volume with the matter that long study and experience have led us to believe will do most in making libraries more efficient as an educating, elevating force in the community; that will best show librarians how to accomplish a greater good with the means at their disposal; that will stimulate and increase popular interest and faith in public libraries as the necessary complement of the public schools; that will help readers, whether in public or private libraries, to accomplish the largest possible work in a given time, by making available every labor-saving method proved of practical value; and to be first, last, and always practically helpful.

It is not a literary paper. It is not to review books. It is not a newspaper to record items of library history, biography, etc.

It prints for reference, rules, tables, receipts, and detailed directions, such as the active librarian is liable to require for actual use. It records the results of experiments and experience in library management, pointing out mistakes to be avoided, and giving models proved safe to follow. It is its purpose that each number shall help the librarian as much as possible to make his administration successful and economical.

The editor, as Director of the Library School, is surrounded constantly by most valuable material for the *Notes*, a feature of which will be the preservation, in print, for reference, of the best results of the studies and experiments conducted in the School. This material is simply invaluable to every one actively interested in library work.

Another feature is "literary methods and labor-savers," devoted to practical, helpful rules, notes, and hints for every reader and writer who would accomplish the most possible with his time and strength. No person who works at the desk or in the study can afford not to take this practical aid.

Sample number for 10c. Prospectus sent free. Published quarterly, at \$1.00 per year. To Europe 4s. Address the publishers: Library Bureau.

Back Volumes. Every one connected with or interested in library work, not possessing these handbooks, should secure them if possible. Vol. 1 is already very scarce, and the few complete copies remaining can only be had at double subscription price. With the increasing number of new libraries that must have this volume, it will soon be unobtainable. Vols. 2 and 3 are still offered at \$1.00 per vol.

Prices. Vol. 1, unbound, \$2.00; bound in cloth, \$2.50; in ½ turkey morocco, A. L. A. binding, \$3.00. Vols. 2 and 3 are pagged and indexed as one vol. The 2 vols. bound into one book, in cloth, \$2.50; in ½ turkey morocco, \$3.00.

15b. Library Journal. The most important and economical investment for a library, new or old, is a set of the first five vols. of this official publication of the Library Associations of America and the United Kingdom.

The *Journal* was founded in 1876, at the Centennial, as a means of recording the results of the extended studies and experiments in all the best managed libraries, large and small, thruout the world. Committees of those librarians best fitted for the work, for the first five years worked faithfully collecting the results of experiment and experience, and from careful comparison recommended the best for the various uses of large and small libraries. Thus this set of books answers authoritatively a great portion of the thousands of questions that arise constantly in every library. It really contains more on these subjects than all the rest of the language together, and is simply indispensable in any library wishing the best and cheapest methods. Tho the cost has deterred some very poor libraries, a single suggestion has repeatedly saved directly many times their cost. The set comprises the best results of the labors for five years of the best living authorities on library subjects, who considered, not alone the questions which arose during that time, but for the purpose of aiding other libraries deliberately reviewed other questions likely to arise.

This indispensable work is out of print; and, as no plates were made and its extent and cost make reprinting impossible, it will soon be unobtainable. We have a few sets in perfect order, with indexes, titles, and plates, and offer the set of five vols., lacking No. 1 of vol. 2, for \$50.00 unbound. The best regular A. L. A. 1-2 Turkey morocco binding costs \$1.25 per vol. extra. As so many of the new libraries must have this set at some price, and the supply is so nearly exhausted, no better investment in books can be made than to buy and hold for the certain increase in price, to say nothing of the great service they will render an active library. We have some extra copies of vols. 4 and 5, which contain the most valuable matter in the set. These can be had separately at \$6.00 for vol. 4, and \$5.00 for vol. 5, till the extra copies are taken. Vols. 1, 2, and 3 will not be sold outside the set.

Vols. 6-17. These are hardly less valuable and necessary than the first five, and we recommend every live library, not now possessing them, to secure them next after getting the first five volumes, and then to subscribe for the current year.

Subscription to current volume, \$5.00. Subscribers receive with current issue the *Literary News* as a supplement, but not with back volumes.

21a. L. B. Book Truck. One of the most useful devices ever made for an active library. Will save its cost each year in books and time. The Truck is 100 cm (40 in.) long, 100 cm (40 in.) high, and 35 cm (14 in.) wide. The shelves hold two rows each, or six full shelves of books; i. e. nearly as much as an entire book-case. All these are in position to examine and handle while sitting,—a great gain when checking bills, cataloging, etc., as it saves bending over tables or repeated handlings.



The special LIBRARY BUREAU WHEELS made by us for these Trucks are very heavy, large, and covered with rubber, so that the entire load may be moved with the greatest ease and noiselessly. The peculiar adjustment of these wheels allows a rotary motion, so that the loaded Truck is a REVOLVING BOOK-CASE of the most convenient kind, and enables the Truck to follow narrow aisles and make sharp turns impossible to any other form; while the rubber shields on the sides make injuring of woodwork impossible. These various features make the Truck indispensable if once used.

The books when taken from the box or package are placed on the **TRUCK**, which is rolled from one desk or department to another, till bills are checked, all the various records and catalogs written up, plates, labels, and numbers put in, etc., etc., and the books reach their permanent shelves. In all moving, cleaning, and re-arranging, the Trucks are in constant use, as well as in returning books to shelves from the Loan Desk. The books as returned are set on their proper Truck shelf; and when the Truck is filled a boy rolls it around the aisles and through the alcoves, and replaces the books, which in all this work stand on firm shelves uninjured, while without the Truck they are carried in armfuls, bindings are scratched and wrenched, threads broken, and the books seriously injured. For these heavy loads and constant use we find the very best material and workmanship none too good. The Trucks are of polished, quartered oak, strongly braced, the sides covered with rubber to protect from injuring furniture, and the wheels are fitted with great nicety and perfection, to secure easy, **noiseless** working and the ability to run the truck around corners and in narrow aisles.

21a. L. B. Book Truck, 4-inch heavy rubber wheels **\$25.00**

21b. Book Truck. Besides the standard L. B. above, we make one of a lower grade and of the same size, but fitted with smaller wheels, and not entirely noiseless. These are satisfactory in many cases, though not as well finished or as easy running. There is less rubber mounting, but sufficient to keep the truck from marring fine finish, with reasonable care. Made in ash only. Price . . . **\$15.00.**

21c. L. B. Book Tray. For the same purposes as the L. B. TRUCKS, but holding only one eighth as many books. Like the Trucks these are of polished, quartered oak with rubber mounting, to guard against noise or scratching of tables when set down. Handles at the end make them convenient for moving about, and broad, adjustable carrying straps with spring attachments allow the entire tray-load to be suspended from the shoulders, so that both hands are free for handling books. Care is taken in the construction to get the best size, balance, etc. These TRAYS are used wherever several books are to be carried about; e. g., a cataloger takes a half shelf of books on a Tray and sets it on her table. Each book is replaced as fast as cataloged, and the entire Tray-full is carried from one table or department to the next, and finally to the shelf again, saving the injury from careless handling. Like the L. B. Book TRUCK, the Tray saves much time, protects the books, and is of great convenience and utility. Those who have used them find them indispensable.

21e. L. B. Book Tray of polished, quartered oak, rubber mounted, complete with straps for carrying from the shoulders **\$4.50**

21f. Same, without straps **3.00**

21s. L. B. steel stack. This is an entirely new invention based upon quite different principles from any other ever offered. Three distinct requisites for a perfect stack are : 1, to make each shelf absolutely adjustable ; 2, to obtain a construction which should furnish needed structural support for two, three, or even four, storied stacks, and at the same time present a compact, graceful appearance, for a single height so often required in the reference or reading room ; 3, to give the least possible obstruction of light and air. After years of study and experiment this has been accomplished.

The uprights are of cold rolled steel, one upright carrying the end of two tiers of shelves to the full height of stack, giving the strongest support and a great gain over any other form, i. e. the pipe stack requires three uprights instead of one.

The shelves are held in place by brackets sliding in the grooves of the uprights, which in their turn are held by keys, or wedges, instantly and easily adjustable. Absolute adjustability is the chief feature of the stack possessed by none other.

The slight advantage gained on each shelf by the exact adjustment frequently enables another shelf to be placed in the stack, increasing the capacity of the library from 10 to 15 per cent. Such saving should be considered in the cost of the stack. The shelves are readily adjusted when loaded with books.

The stack, unlike many others, presents no rough surfaces to the books, and is constructed so that it is impossible for the shelves to tip downward, however great the weight placed on the front. Every detail has been carefully studied to secure the best possible results, and represents not only our experience but that of many libraries.

Libraries sometimes make the mistake of having too wide as well as too long shelves ; some stacks having been built with all shelving twelve inches wide. Eight inches is ample for all except large books, of which the number is comparatively small in any library. This extra width beyond the eight inches is worse than lost, for besides losing much from the aisle space between the stacks, which may mean the loss of several stacks in a large room, it furnishes a place at the back of the shelf for the dust to collect and the books to become hidden.

We recommend that the shelves be of wood, though the rest of the stack is constructed of iron and steel ; they are lighter and more easily handled, are pleasanter to the touch and less wearing on the books, they occupy no more space, cost less, and are more ornamental. It is a fallacy that there is protection from fire in steel shelves, which is the only argument claimed for them. Steel shelves would in no case prevent fire, and a fire once started in a building, they are a menace, since steel is a conductor of heat and warps under its influence. A stronger argument could be made for printing and binding books in asbestos

Instances have come under our notice where books have been saved by being on wooden shelves. Again steel shelves, whatever their finish, are liable through abrasion to rust, and thus present a rough surface to the edges of books. Still more important, they collect moisture in warm, damp weather, which wood does not.

While we argue against using other than wood shelves, we supply steel when desired.

Although the L. B. stack is a recent invention, having been on the market scarcely a year (1894), it has been adopted by the following libraries : —

Howard Whittemore Memorial Library, Naugatuck, Conn.; Warder Free Library, Springfield, Ohio; Ohio State University, Columbus, Ohio; University of the State of North Carolina, Chapel Hill, N. C.; Cossitt Library, Memphis, Tenn.; McGill College Library, Montreal, Canada; U. S. Dep't of Agriculture, Washington, D. C.; Gail Borden Library, Elgin, Ill.; Jackson Public Library, Jackson, Mich.; Imperial Building Co. St. Louis, Mo.; Bristol County Court House, Taunton, Mass.; Free Public Library, Newark, N. J.; Brockton Free Library, Brockton, Mass.; Fort Wayne Public Library, Fort Wayne, Ind.; Springfield City Library, Springfield, Mass.

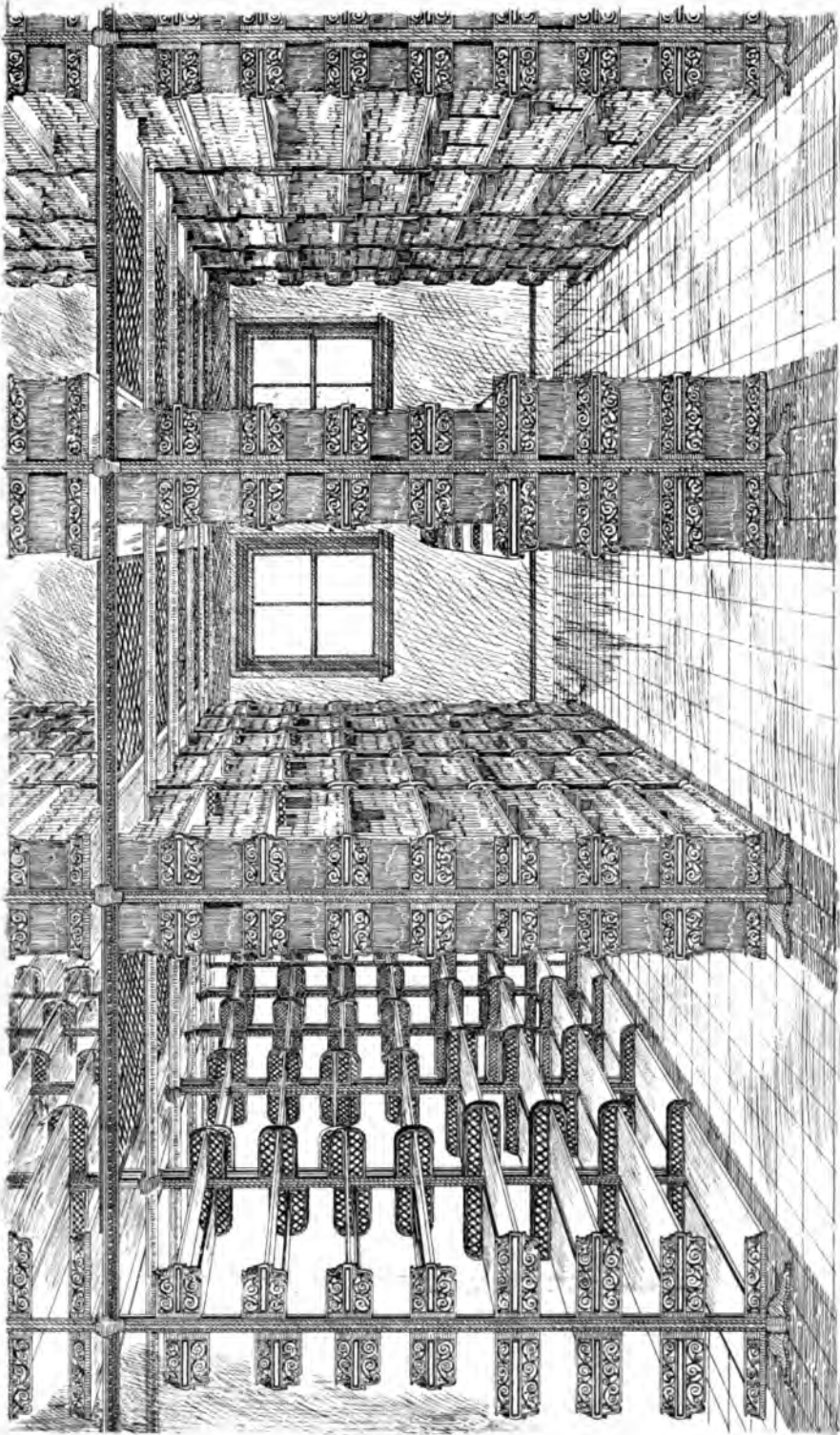
Correspondence is solicited with any library, or architect considering new shelving. The L. B. stack has been constructed to give the most perfect details at reasonable prices. Comparison of cost with wooden cases will be found favorable when durability is considered.

Designs and estimates for any shelving that involves the use of the L. B. patents will be furnished upon application. No library should decide upon any form without considering this, recently pronounced by leading librarians the best yet devised.

Manufactured and controlled solely by the **Library Bureau**, Boston, New York, Chicago, Philadelphia, and London.

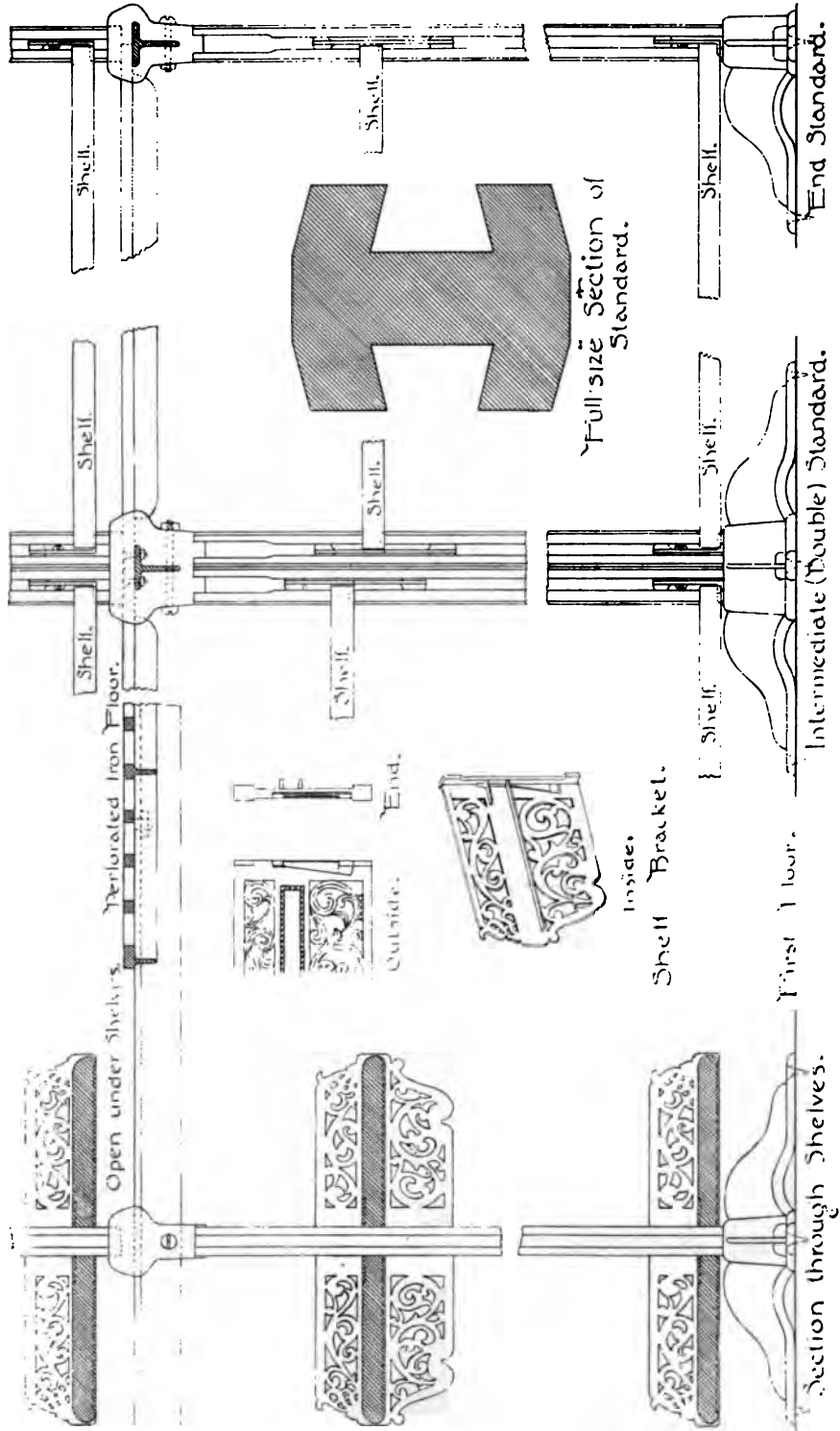
The cut on the opposite page shows the general arrangement of the L. B. stack. We find that alternate stacks with ledges save floor space and the three tiers of wide shelves on each alternate stack furnish ample space for larger books. This gives for each aisle a ledge for handling volumes.

The floors in a two or more storied stack are usually of perforated iron. We are however using more and more wire glass, which is very strong and admits more light; it is less opaque than the ordinary rough glass commonly used in floorings but sufficient with its ribbed surface to avoid exposure through it. We heartily commend the wire glass at the slight advantage in cost over cast iron. For cut showing a section of iron flooring, see page 26.



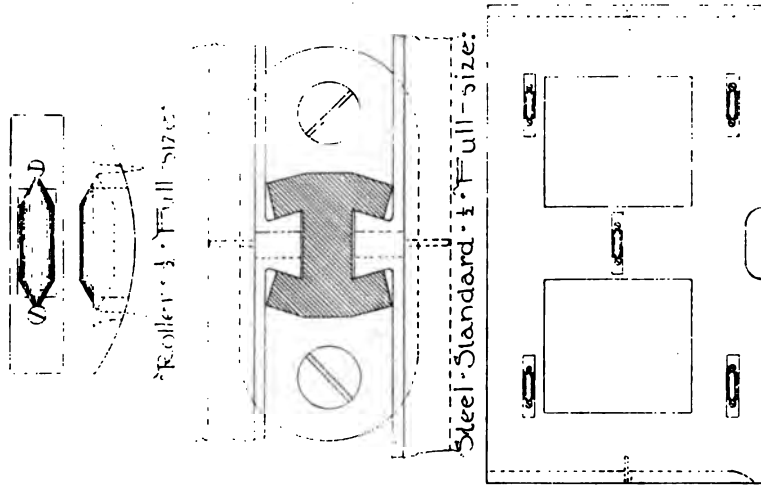
The cut on the opposite page displays the construction of a two storied stack. The feet shown are sufficiently firm to carry a single hight stack without bracing at the top. In this case the tops of the uprights are tied together with tie bars longitudinally, and completed with ornamental finials: this produces an attractive appearance and makes the stack suitable for reading or reference room. The uprights being of rolled steel furnish structural support for any number of stories, each floor being tied to the next as shown in the cut. The brackets are of cast iron finished with silver bronze and paint, or electro-plated.

This simple form is at once the cheapest and most effective steel shelving for the stack room. The construction allows however of as elaborate decorative treatment as can be desired.

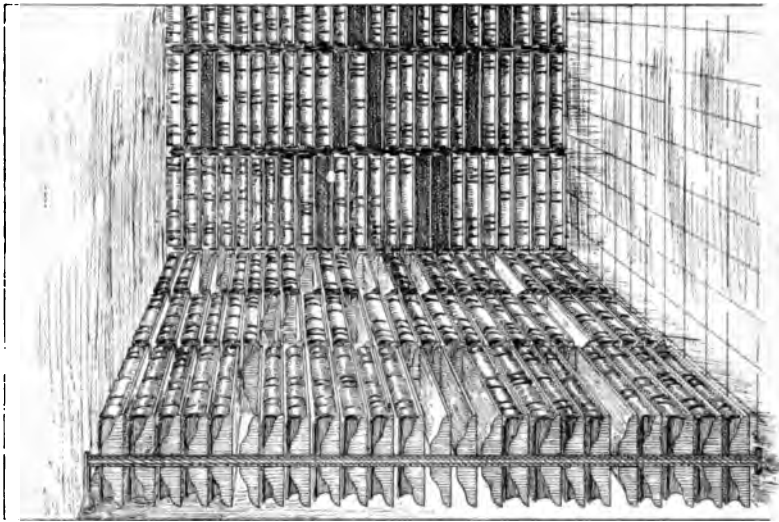


L. B. Vault system. The construction is based on the same principles as that of the L. B. stack. Each shelf is fitted with rollers which carry the books to their place without abrasion, and being instantly adjustable give the greatest possible capacity within a given height.

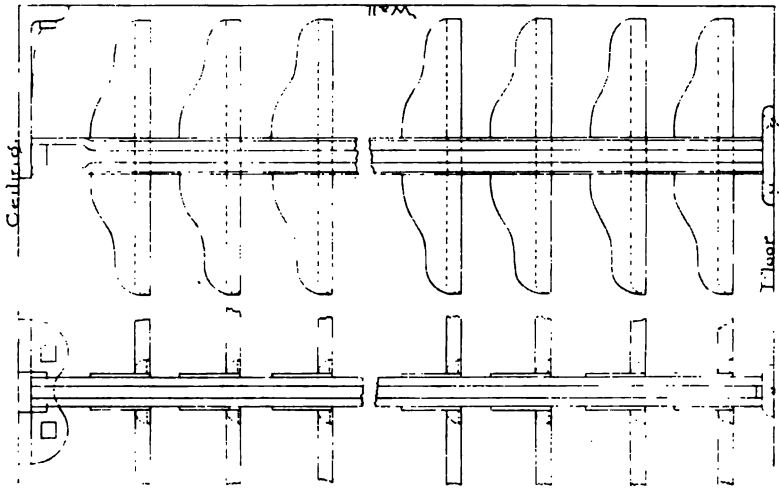
It is frequently of the utmost importance to make every cubic inch of vault space available, and this the L. B. system accomplishes at about half the cost of any other system. We shall be pleased to make full drawings and give estimate for fitting up vault on application. Model will be shown if desired.



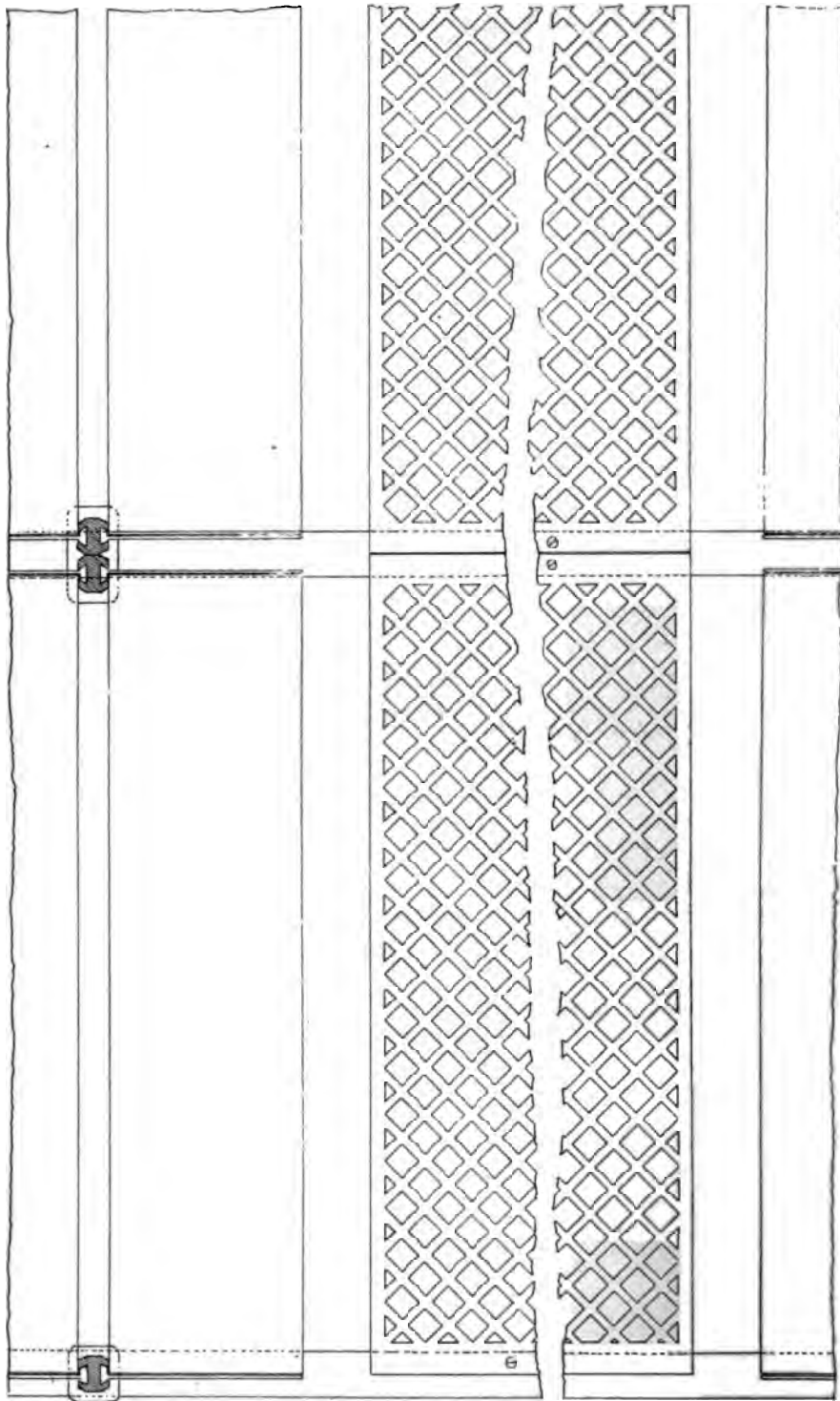
Plan of Shelf
Scale 1/8" = 1'



Interior of Vault



End: Elevations of Stack
Scale 1/8" = 1'



Card Catalog

"It is hardly necessary in 1886 to say that every library should have a card catalog instead of any of the various clumsy substitutes, for its enormous advantages over the other systems have been almost universally acknowledged and it hardly seems credible that any one familiar with the library world would even raise the question as to whether the card catalog was the best form for the official library record by authors and subjects. . . . While there is wide difference of opinion as to the best form of catalog to supply to the public, all agree that an author index on cards kept up to date is a necessity of safe administration, to guard against buying duplicates and chiefly to answer most directly and quickly the constant question — is such a book in the library?" — *Lib. Notes, vol. 1.*

The Card Catalog is a series of cards properly ruled for their special use, of exactly the same size, and standing on the edge in drawers, boxes, or trays. They may be arranged alphabetically on any plan, by subjects, numbers, or dates. Blocks, guides, cards, devices to prevent drawers from spilling or cards from being misplaced, locks, and label-holders and various other ingenious and almost essential accessories are now used by all who know of them. The great feature which has caused librarians the world over to count the card catalog as the greatest library invention, is the ease of keeping it up to date and in perfect order. A new card can be put into place anywhere at any time. A single reference takes the place of search thru pages of mss. It never becomes out of date or useless. Anything can be removed, if wished, by simply lifting out its card. The guards allow cards to be added or withdrawn by the proper person with the greatest ease, but prevent others from removing or confusing their order. The cards, being cut by special machinery to an exact size, are turned thru the fingers with great rapidity in looking up any matter, and the guides enable one to open very near the exact place at sight, and every card has the name, number, or subject by which it is arranged written on the upper edge. From an author's catalog it has spread to an almost infinite application. Every list, record, index, etc., that is in a state of growth can be thus kept with great saving of labor. Business houses find it invaluable for lists of goods, customers, discounts, and the 1,000 growing records of commerce. Science adopts it even more widely, and its use is spreading with growing rapidity. Each item being on a separate card, the whole may be rearranged over and over by simply shuffling into the new order. There is no copying nor waste of labor. Its enormous advantages once learned from use of a perfect outfit, it is sure to be applied to new uses.

CARD SYSTEM vs. BLANK BOOK INDEXES

Every one who handles large lists of addresses or keeps in convenient order miscellaneous facts knows the great difficulties involved. Ingenious devices have been invented, and wonderful computations made as to the possibilities of alphabetizing, some involving the close classification of a million names from directories. Records and indexes have been based on the results. But fitting these calculations to some prospective list is like making a suit of men's clothes for a ten-year-old boy in anticipation of his growing to the form and size prescribed. He fails to do so. Arms protrude, space is in the wrong place, the coat won't button; and yet the chances of a good fit were better than that needs will agree with prescribed space in these inexpansive, arbitrary indexes. Libraries recognized this difficulty in their work years before the great and growing records of commerce, invented the card index, and discarded blank books for their indexes. Until recently its use has been confined to them, but somehow with the customary avidity of commercial life business men caught the idea, and without the influence of active propagation have to a wide extent adopted it.

All the features that make it "the greatest library invention" apply equally to commercial lists. Blank book indexes with the wisest planning are sure to fill up irregularly and never give perfect alphabetical arrangement for any list in a state of growth, while the card index can be maintained in absolute arrangement without limit to number of entries.

Blank book indexes give no power of elimination. When they become clogged with obsolete matter (as they will where lists are changing) they have to be rewritten to discard the dead material. In the card index any entry may be removed without affecting the others a particle.

Again, in the blank book index the larger the number of names the greater the difficulty in finding a given one under the best devised system, while with cards, in the language of the secretary of one of the largest old-line life insurance companies, "whether a list have 4,000, 40,000, 400,000 or 4,000,000, a given name can be found with the same facility."

Savings banks substitute it for the cumbersome and often to be rewritten blank book index of depositors and for recording signatures and points of identification; large manufacturing concerns use it in cataloging patterns, drawings, keeping costs, etc.; insurance companies for policy holders' index and for statistics; railway systems in keeping brief record of important points in their history, indexes to records, lists of employes; in fact, it is as great a labor saver to the business man as to the librarian.

Description and Price List of Outfits

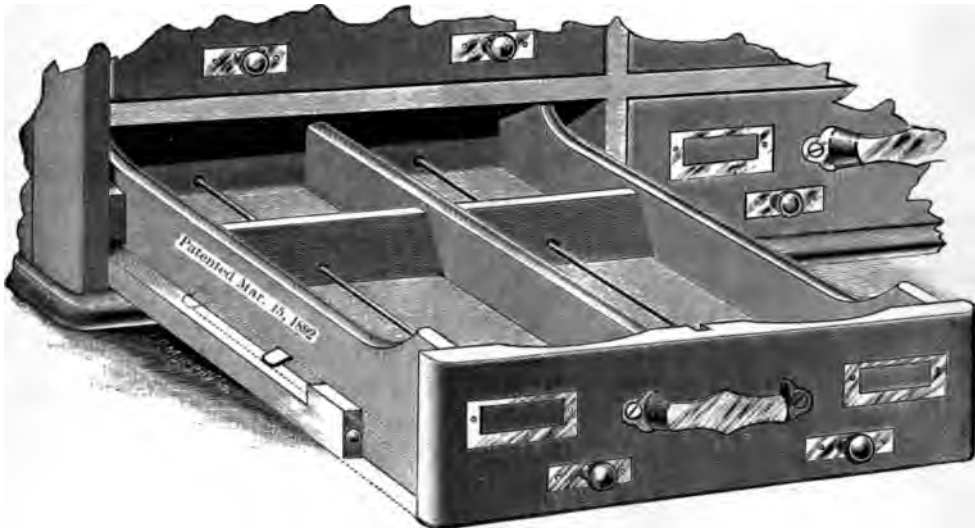
Perfection of details is of the utmost importance in securing the best working outfit, and this comes from experience rather than cost. Those offered by the Library Bureau represent the experience of the Coöperation Committee of the American Library Association, of the Library School, and its own 18 years of making for library and commercial use. Prices are as low as good work and material will admit.

Patented L. B. Cases

Two grades of workmanship and materials are kept on hand, in antique oak, cherry, and walnut; any other wood, arrangement of drawers or finish of case made promptly to order.

Cheap Form Cases (Nos. 22-o to 22q) have white wood, hand dovetailed, extra strong drawers, provided with the L. B. stop checks to prevent pulling out and spilling, are thoroughly made throughout, and handsomely finished.

L. B. Slide Cases (Nos. 22 x 3 to 22 x 28). These are fitted with the well-known L. B. slide, which enables the drawer to be pulled out to its full extent clear of the case and held at right angles to it.



Cut showing L. B. patented drawer

There is no sagging of the drawer nor straining of the frame-work around it, and the friction is so removed or divided that a heavily-loaded drawer runs with ease. The end cards at the rear of the drawer can be seen and handled as readily as any, thus increasing the usable capacity 5 to 10 per cent over the "cheap form" of the same length. Not only is there a saving of space, but a greater one of wear and tear in a much-used case. All slide cases have hard-wood interiors throughout, the sides are cut down so as to handle the cards at their corners, and the cases are increased in depth over the ordinary pattern.



22 x 6, open

thus increasing the capacity without proportionately increasing the cost. For years only the "cheap form" was sold on account of the high royalty on the patent slides; now the price has been so greatly reduced they are more widely used than the cheaper form. They have double moulded top, are heavily paneled, and are finished in the very best manner.

Special cases. We often build to fit vaults and safes already in use, or some particular allotment of space; for this estimates will be furnished on receipt of requirements and specifications.

We have workmen skilled in every detail of a card index. If any odd size or finish of case is desired, it will be found to the advantage of the buyer to have us make it. The novice, no matter how good a cabinet-maker, is not at all likely to produce on first or second trial an outfit that has taken the Bureau years to perfect.

In libraries where a large number may desire to consult the catalog at one time, tray cases are better than large drawer cases or several cases. These are described on page 41. The drawers only allow of one consulter at a time before each tier; trays or small sections which can be taken out and carried about the room thus serve a larger number. These tray cases are made to build up against a wall in sections as wanted, or of any height and width.

For commercial uses only one or two consult the index at any one time, and large lists necessitate reducing floor space occupied to the minimum; here drawer cases of the most condensed forms (like No. 22 x 21) are adopted.

Beside the case for holding the cards, the following interior fittings are required to secure the best results :—

Blocks. These are triangular blocks at each end of each row of cards, giving them the proper angle for easiest reference. The front block is glued in place to prevent sliding in opening and shutting the drawer, the rear one is adjustable and can be fixed at any point. This enables the user to shorten the card space in each drawer so as to fit any number of cards and approximately assign space of a full case, as it will ultimately be filled. Four blocks are required to each drawer.

Guides. Next in importance to having the cards legibly written and arranged in strict order, is the insertion of frequent and legible guides. These mark location closely, and enable the users to turn instantly to any desired name, topic, or number in the Card Index. With the outside of the drawer labeled to indicate limits of each section, one goes to the case, however large, and “runs down” the reference desired at sight. The guides point both ways, and if used with proper frequency reduce the handling of the cards to a few turnings. Where the catalog or index is much consulted, guides should be used with great freedom; one is not likely to err on the side of having too many.

Bristol guides are cut from specially prepared bristol board, so as to allow an upright projection above the cards of one fifth, one third, or one half length, according to the space needed for title. This projection is one half cm. wide, and so cut that in the series of two, three, or five guides standing in sequence, one does not obstruct the reading of the other. The bristol guides have largely taken the place of all other forms because of cheapness, ease of writing, and cleanliness. They have superseded the zinc in all our regular outfits, tho both are kept in stock.

Price of bristol guides, for No. 32 cards, per 1,000	.	\$5.00
“ “ “ “ “ “ 33 “ “ “	.	6.00

Printed Guides. To obtain the most legible guides possible we have invented machinery which enables us to print any series of headings in clear type at very little more cost than writing in longhand or on the typewriter. The gain in distinctness is great.

For one copy of any series the charge is \$2 per 100 for printing; each additional impression 50 cents per 100, i. e., for 24 fl. bristol guides printed, one copy of one set of headings costs \$2.50 per 100 for guides and printing; each additional set of same series \$1 per 100. Copy of headings should be sent in strict alphabetical order. Samples, printed or plain, sent on application. See next page for illustration.

Cut showing drawer fitted with printed bristol guides

Zinc guides are made of thin zinc cut and bent by die. The lip for writing upon is a one half cm. projection above the cards, but at exactly the right angle for quickest reading. Marking is done with L. B. label ink (supplied by the Bureau at 25 cents per bottle), a preparation that writes black directly upon the zinc, or by covering guides with paper and writing in the ordinary way. The latter wears off and has to be replaced, but gives greater legibility. Formerly zinc guides were included in all outfits; the preference for bristol is so great we make them additional at the option of the buyer.

Price of zinc guides, for No. 32 cards, per 100	\$2.50
“ “ “ “ “ “ 33 “ “ “	3.00

\$1.00 per 100 additional if covered with paper.

We also furnish sets of printed labels covering an index to proper names—100 labels—also 500 author surnames; those occurring most often in the author catalog of a library. In complete sets pasted and ready for insertion in the catalog, these cost **\$2.00** per 100 more than plain guides.

Patent Lock-Guard Rods. A steel rod with brass knob or thumb-screw is passed from the front or face of the drawer through the cards, which are properly punched for that purpose. A simple mechanism, which is hidden by the brass escutcheon on the drawer front, locks the rod in place. It is unlocked by a few turns of the hand, and can be removed instantly if desired. These obviate the possibility of cards being taken out or misplaced by the careless or mischievous, as well as prevent cards from "jumping" when the drawer is closed quickly.

Label-Holders on the drawer front, made of solid bronze and very handsome, to frame safely cards which indicate the limits of each section.

Printed Labels for insertion in label-holders accompany each complete outfit. These assign space in drawers, and serve as guides in consulting or placing cards in the index.

Patent Locking Attachment. In many instances there is a necessity for locking the card index outfit from the curious, careless, or mischievous, to guard valuable or confidential lists from being tampered with. The patent L. B. attachment is effective, takes no space from the capacity of the drawer and does not increase the size of the case. It is an ingenious device by which every drawer is locked automatically. It is only applied to L. B. slide cases when so ordered, and costs **50 cents** per drawer additional.

Outside Locking Attachment. This is a handsome brass bar with padlock in front of each tier of drawers. It can be removed without disfiguring the case, and readily applied when wanted. This device is used largely on the cheaper form of cases and applied to any.

Price, see page 78.

Cards

It is of the utmost importance that these be of the best material to withstand wear, accurately cut, and in every respect as perfect as experience and ingenuity can make them. Any stationer will undertake to supply the best thing, and, tho with honest intentions, will usually give an exceedingly unsatisfactory result. The Bureau has at large expense fitted up machinery for producing perfect cards; its stock is made specially for this purpose, and undergoes peculiar treatment to give it the best possible surface.

The L. B. standard cards are from linen ledger stock. Our paper mill put in an entirely new engine of special power at large expense, to produce bristol from linen stock. We now offer linen ledger paper in our heaviest weights, with the result that years of handling will not materially affect our cards, while the best cotton stock presenting as good a surface for writing upon will wear below the newly added cards. In some libraries we have seen this to a half centimeter.

The value of the labor involved in making any kind of an index for permanent use makes the cost of durable linen ledger, as compared with cotton (suitable only for temporary uses), a trifling matter.

When we remember that many of the card indexes written within the year will be in use fifty years or more to come, the unwisdom of selecting inferior stock because of saving in expense is emphasized. We know of more than one card outfit practically ruined for a perfect working index by the insertion of one lot of cards imperfectly cut and of inferior material. The cards may cost from \$2.00 to \$3.00 per thousand, the writing and arranging five times as much.

The L. B. cards will be found to have a true edge on both sides, headlines of uniform width, and every card exact in height. They finger readily, thus making consultation easy and quick, are made of stock of great firmness and of peculiar quality for erasure, and chiefly will prove of great durability under the wear of long and constant use.

THINGS TO AVOID

Cards of Varying Heights. In fingering it is almost impossible to catch and separate a short card from a tall one.

Machine-cut Cards. All cards should have a square equal edge on the top for handling. Cutting by machine or die leaves one edge rounding, the other with a "burr." We have tried both die and machine cutting, after incurring large expense for special dies, and have found the result unsatisfactory after years of trial.

Round Corners. These are a necessity with die-cut cards, but entail the loss of the sharp, square corner, so useful in quick handling.

Varying Head-lines, which seriously affect legibility of the index. The L. B. cards of all grades will be found without these defects.

These results have been attained only by long trial and the use of special machinery invented by us.

Colored Cards. Buff, salmon, and blue cards of all standard rulings are kept in stock of l , r , and x . These different colors assist the classing of separate indexes into one alphabetical series, distinguishing each by its own color; *e. g.* author and subject cards of a library.

Sizes. All standard outfits are based on using the sizes recommended by the Library Association and School. These are

No. 32.—5 x 12½ cm. (2 x 5 in. approximately).

No. 33.— $7\frac{1}{2} \times 12\frac{1}{2}$ cm. (3 x 5 in. “).

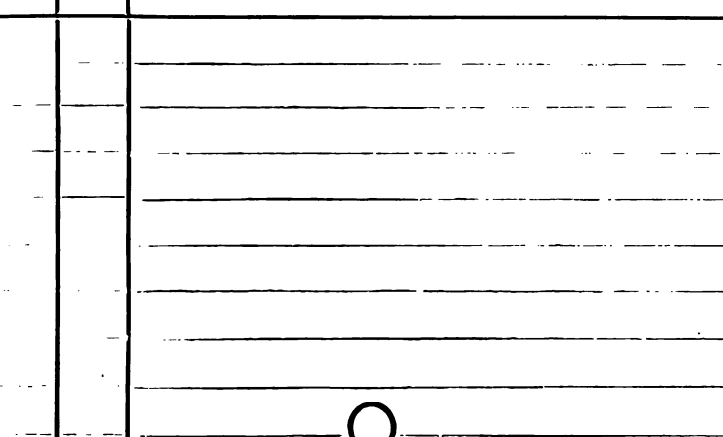
The first gives space for brief entries only; *e. g.* one reference without notes, like a bank index. The last should be used when the total space taken is not strictly limited.

For type-written indexes 7½ x 10 cm. (3 x 4) has been used largely. This gives sufficient length of line for name and number when written on the machine, tho it crowds the space if in longhand. These are furnished from any grade of stock. Prices for cases, fittings, and cards for this size on application.

Odd size cards should be avoided. They must be made to order, costing extra time and money. The standards are always on hand for prompt delivery. Odd sizes cut to waste from standard large sheets, thus adding to cost. For the L. B. cards we have scores of devices that sooner or later will be wanted if not at first. With an odd size you can have these important helps only at extra cost.

Punching. Most cards sold are punched for the guard rod. Without punching they are 15 cents per M less than prices below.

Ruling. The standard ruling for library use is shown in the diagram. Any special ruling can be had to order. Cards without down lines are carried in stock at same price.



No. 33 card, $7\frac{1}{2}$ x $12\frac{1}{2}$ cm. No. 32 is just two thirds this size.

Stock from which L. B. standard cards are made

In white, salmon, buff, and blue

l. The finest double weight linen ledger, with the best possible surface for erasure. The hard, sharp edge, when cut into cards, compensates largely for the thickness of the heavier weights in quick handling. For large indexes, where space occupied and cost are important items, this is the wisest selection. Without this necessity, the incomparable "x" is best.

r. Made of the same material, but one-half thicker than "l." It gives a reduction in space occupied and cost over "x," tho does not fully equal it for quick handling.

x. A double-weight mill bristol made for us of the highest grade, to give the best possible index cards. It is heavier than any stock carried by paper dealers, and is finished with reference to its special use. The thickness makes it handle easiest; the hard stock of which it is composed, to wear longest under continued use, and bear erasure best. Where space and expense are not serious obstacles, this stock has no competitor for favor.

Prices L. B. standard cards per 1,000

	l	r	x
No. 32 (5 x 12½ cm.),	\$1.60	\$2.00	\$2.60
No. 33 (7½ x 12½ cm.),	2.25	3.00	3.75

Plain cards. For typewriter use, for printing, and other purposes, cards without rulings are often preferred. The cost of cutting plain stock is so much less than ruled that we furnish the L. B. standard cards *unruled* at following price per 1,000:—

	lp	rp	xp
No. 32, unruled,	\$1.40	\$1.65	\$2.15
No. 33, " "	1.90	2.40	3.15

L. B. Medium Cards. Made in same weights, and cut, ruled, and punched with same care as the standard highest grade. These are from the best cotton stock, and equal in writing surface any made. They however lack the wearing qualities of the L. B. standard in white only.

Prices L. B. medium cards per 1,000

	lm	rm	xm
No. 32,	\$1.30	\$1.60	\$2.00
No. 33,	1.75	2.40	3.00

Prices for same, plain:—

	lmp	rmp	xmp
No. 32, unruled,	\$1.15	\$1.35	\$1.65
No. 33, " "	1.40	1.95	2.40

L. B. Trade Cards. A cheaper grade of cotton stock. In many instances these cards are good enough; in some, users are unable to pay the price of better stock; and in the few, where people buy the low priced, whatever their needs, they meet the competition of less satisfactory stocks. Made in white only.

Prices L. B. Trade Cards

	rt	xt
No. 32,	\$1.25	\$1.60
No. 33,	2.00	2.50

Discount of 5, 10, 15 or 20 per cent on 5, 10, 15 or 20 M. on all grades, in one order. Samples of the different weights and rulings on application.

We supply many other special forms from stock; i. e. signature and index cards for savings banks, cards with a diagram of the teeth for dentists, cards ruled for ledgers, and others, all representing the best standard forms, carefully devised for adapting the card system to each new use.

Notes

Experienced users have learned that the practical success of the system is largely dependent on many little details which can be learned only by study and long experience. An outfit which seems to the novice the same, or at least to answer well enough, is found later to require entire remaking in order to secure satisfactory results. Those not knowing of the headquarters often make, or have made, or buy, an outfit imperfect in its details, and that can never give satisfaction to one who has used the library standards, and, in many cases, fail to discover why they are less enthusiastic over the merits of the card system than some friend who has a proper equipment. Often, if not usually, they pay more than the Bureau charges for the best. Occasionally some one attaches some practically worthless new feature, stamped "patented" or "patent applied for," and on the strength of this induces those who do not know a better and cheaper way to pay a high price for something inferior for practical use.

The Library Bureau is the only house in the world devoted to the special business of fitting up libraries. With the coöperation of these great users of the system, it has, at the cost of protracted experiments, perfected these details, and had special dies, models, and machinery made, so that we now manufacture everything pertaining to the card system, of the best practical form and in a variety, to suit all wants.

Many make the mistake of buying too small accommodations for their needs in library cataloging. From 3 to 5 cards per volume is a sufficiently low estimate upon which to base the selection of an outfit.

Prices of outfits are net. Packing cases are charged additional, at actual cost. All other expenses of packing and delivering to the Express Co. or R.R., are borne by the Bureau.

Price list of outfits

Tray outfits. These afford all the material needed for a very small catalog or index. For the individual beginner of a card catalog, business list, or index, this is a most useful device. The cards and guides are exactly the same as used in the larger outfits, and can be transferred to them as growth demands. The trays are filled with any of the three thicknesses of cards desired, tho unless otherwise specified / cards are supplied.

22c1 outfit. Tray with covers, 650 No. 32 / cards ; special bristol index a to z ; blocks giving cards best angle for reading, and guard wire, complete **\$2.00**

22c2 outfit. Same as 22c1, with No. 33 size cards, more generally used, complete, with 800 No. 33 / cards, **\$2.75**

22c3 outfit.* Same as 22c1, only tray is of wood covered with marble paper and without covers, **\$1.50**



22c4 outfit.† Same as 22c3, for 33 size cards **\$2.40**

22c5 outfit.‡ Same as 22c1, except tray is handsomely finished oak and without covers, **\$2.00**



22c6 outfit.§ Same as 22c5, for 33 size cards **\$2.75**

22c7 outfit.
Oak tray with cover, 1,000 No. 33 / cards, bristol, a to z index, blocks and lock-guard rods, complete **\$5.00**

Without cards or guides, **\$2.75**

* Numbered 22d1 in previous editions. † 22d2 in previous editions. ‡ 22d3 in previous editions. § 22d4 in previous editions.



22d2 outfit.* A finely finished case, with two hard wood drawers, each tray holding 1,000 33 / cards; in oak or walnut; complete outfit, including 2,000 33 / cards, 100 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels **\$9.00**

Without cards or guides **5.00**

In mahogany, 50 cents additional.



22d4 outfit.† Same as 22d2, except with four trays; in oak or walnut; complete, with 4,000 33 / cards, 200 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels **\$15.00**

Without cards or guides **8.00**

In mahogany, \$1.00 additional.

* Numbered 22d4 in previous editions. † 22d6 in previous editions.



22d6 outfit.* Same as 22d4, except with six trays; in oak or walnut; complete, with 6,000 33 / cards, 300 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels . . . **\$22.00**
 Without cards or guides . . . **12.00**

In mahogany, \$1.50 additional.

22d9 outfit. Same as 22d6, except with nine trays, three high and three long; complete, with 9,000 33 / cards, 500 guides, patent lock-guard rods, patent blocks, label-holders, and printed labels, **\$31.00**
 Without cards or guides . . . **18.00**

In mahogany, \$2.25 additional.

These tray cases are made from carefully selected stock, well matched, beautifully finished, and are suitable for the finest private library or the most elegantly furnished office.

Larger tray cabinets. These have been devised to meet the demands of large libraries for a form of card catalog requiring less floor space than the L B cases. Tray cases can be built against the wall and the full space from the floor to the highest point within arm's reach utilized.

The trays are removable and can easily be handled, each tray being only one half the width of an L B drawer and two thirds the length, holding a single row of cards. The catalog is thus divided into small sections enabling more persons to consult it at any one time, a very important advantage in libraries. Trays have been adopted in place of drawers at the Boston Athenæum, St Louis public, McGill college, Princeton college, New York state and other large libraries, and have been found the most satisfactory plan for storing a large catalog.

* Numbered 22d8 in previous editions.

For commercial uses whoever, where only one or two persons consult the lists, the standard drawer cases are still better.

The 12, 15, and 20 tray cases are made flush ends and top, so libraries may buy sections as they require and build up. The others have finished mouldings. All are handsomely paneled, ends and back, and are finely finished.

22d12 outfit consists of case of 12 trays for 33 size cards 4 trays high and 3 long, flush ends and top, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$3.00 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 800 bristol guides and printed labels.

Complete, with 15,000 33l cards,	\$55.00
“ “ 10,000 33r “	52.50
“ “ 7,500 33x “	50.00
Without cards or guides,	27.50

22d15 outfit consists of case of 15 trays for 33 size cards, 5 trays high and 3 long, flush ends and top, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$3.75 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 1,000 bristol guides and printed labels.

Complete, with 18,000 33l cards,	\$72.00
“ “ 12,000 33r “	69.00
“ “ 9,000 33x “	66.00
Without cards or guides,	33.00

22d20 outfit consists of case of 20 trays for 33 size cards, 5 trays high and 4 long, flush ends and top, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$5.00 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 1,400 bristol guides and printed labels.

Complete, with 24,000 33l cards,	\$90.00
“ “ 16,000 33r “	86.00
“ “ 12,000 33x “	83.00
Without cards or guides,	44.00

22d30 outfit consists of case of 30 trays for 33 size cards, 6 trays high and 5 long, made in hard wood throughout.

Oak carried in stock, other woods to order. Mahogany \$7.50 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 2,000 bristol guides and printed labels.

Complete, with 36,000 33l cards,	\$130.00
“ “ 24,000 33r “	125.00
“ “ 18,000 33x “	120.00
Without cards or guides,	65.00

22d60 outfit consists of case of 60 trays for 33 size cards, 10 trays high and 6 long, made in hard wood throughout. This case rests on a handsome base 15 inches high, containing closets with doors for storage of cards or other material. Total height over all, 64 inches.

Oak carried in stock, other woods to order. Mahogany \$20.00 additional. Fitted with combined label-holders and handles, patent lock-guard rods, patent blocks, 4,000 bristol guides and printed labels.

Complete, with 72,000 33l cards,						\$270.00
“ “ 48,000 33r “						260.00
“ “ 36,000 33x “						250.00
Without cards or guides,						135.00





Cut of 22-o Outfit. Size outside, 37½ cm. (15 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

22-o outfit, for No. 33 cards, consists of 3-drawer case in oak or walnut, 12 angle blocks, 500 bristol guides, 6 patent lock-guard rods, 6 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 4,500 33x cards (its full capacity)	.	.	\$29.00
“ “ 6,000 33r “ “ “	.	.	30.00
“ “ 9,000 33l “ “ “	.	.	32.00
Without cards,	.	.	14.00

22p outfit, for No. 33 cards, consists of 6-drawer case, 3 high and 2 long, in oak or walnut, 24 angle blocks, 1,000 bristol guides, 12 patent lock-guard rods, 12 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Size, outside, 69 cm. (27 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

Complete, with 9,000 33x cards,	.	.	.	.	.	\$53.00
“ “ 12,000 33r “	:	.	.	.	.	55.00
“ “ 18,000 33l “	.	.	.	.	.	58.00
Without cards,	.	.	.	.	.	25.00

For style of case see cut on preceding page.

22q outfit, for No. 33 cards, consists of 9-drawer case, 3 high and 3 long, in oak or walnut, 36 angle blocks, 1,500 bristol guides, 18 patent lock-guard rods, 18 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Size, outside, 1 meter (40 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

Complete, with 13,500 33x cards (its full capacity)	\$75.00
“ “ 18,000 33r “ “ “ “	80.00
“ “ 27,000 33l “ “ “ “	85.00
Without cards,	36.50

For style of case see cut on preceding page.



Cut of 22e Case. Size outside, $37\frac{1}{2}$ cm. (15 in.) long, $37\frac{1}{2}$ cm. (15 in.) high, 50 cm. (20 in.) deep.

22e outfit, for No. 32 cards, consists of 4-drawer case in oak or walnut, 16 angle blocks, 500 bristol guides, 8 patent lock-guard rods, 8 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 6,000 32x cards (capacity of case),	.	.	\$29.00
“ “ 9,000 32r “ “ “	.	.	30.00
“ “ 12,000 32l “ “ “	.	.	32.00
Without cards,	.	.	15.00

22f outfit, for No. 32 cards, consists of 8-drawer case, 4 high and 2 long, in oak or walnut, 32 angle blocks, 1200 bristol guides, 16 patent lock-guard rods, 16 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Size, outside, 69 cm. (27 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

Complete, with 12,000 32x cards (its full capacity)	\$54.00
“ “ 16,000 32r cards, “ “	56.00
“ “ 24,000 32l cards, “ “	59.00
Without cards,	29.00

For style of case see preceding page.

22g outfit, for No. 32 cards, consists of 12-drawer case, 4 high and 3 long, in oak or walnut, 48 angle blocks, 1500 bristol guides, 24 patent lock-guard rods, 24 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

Size, outside, 1 meter (40 in.) long, 37½ cm. (15 in.) high, 50 cm. (20 in.) deep.

Complete, with 18,000 32x cards (its full capacity)	\$80.00
“ “ 24,000 32r “ “ “ “	83.00
“ “ 36,000 32l “ “ “ “	86.00
without cards,	42.50

For style of case see preceding page.

Price list of L. B. slide cases

22x. All 22x cases are fitted with the L. B. slides, as described on pages 29 and 30, and except x3 have drawers with 50 cm. (20 in.) clear space for cards in length instead of 40 cm (16 in.) as in the cheap form (Nos. 22-0-22q); and every detail as perfect as the long experience of the Bureau dictates. The increased capacity of each drawer, better materials and construction, make these cheaper for long use than the less costly patterns. We commend these cases to all buyers as the best results of a careful study of every point, and of the labor of trained employees.



Cut of 22x3 case. Size, outside, 39 cm. (15½ in.) long, 39 cm. (15½ in.) high, 50 cm. (20 in.) deep.

22x3 outfit is for No. 33 cards and consists of .3-drawer L. B. slide case, in oak or walnut, 12 patent angle blocks, 500 bristol guides, 6 patent lock-guard rods, 6 label-holders, with set of printed labels, and cards to fill the case.

Complete, with 4,500 33x cards	\$34.00
“ “ 6,000 33r “	35.00
“ “ 9,000 33l “	36.00
Without cards	19.00

In mahogany, **\$3.00** additional.

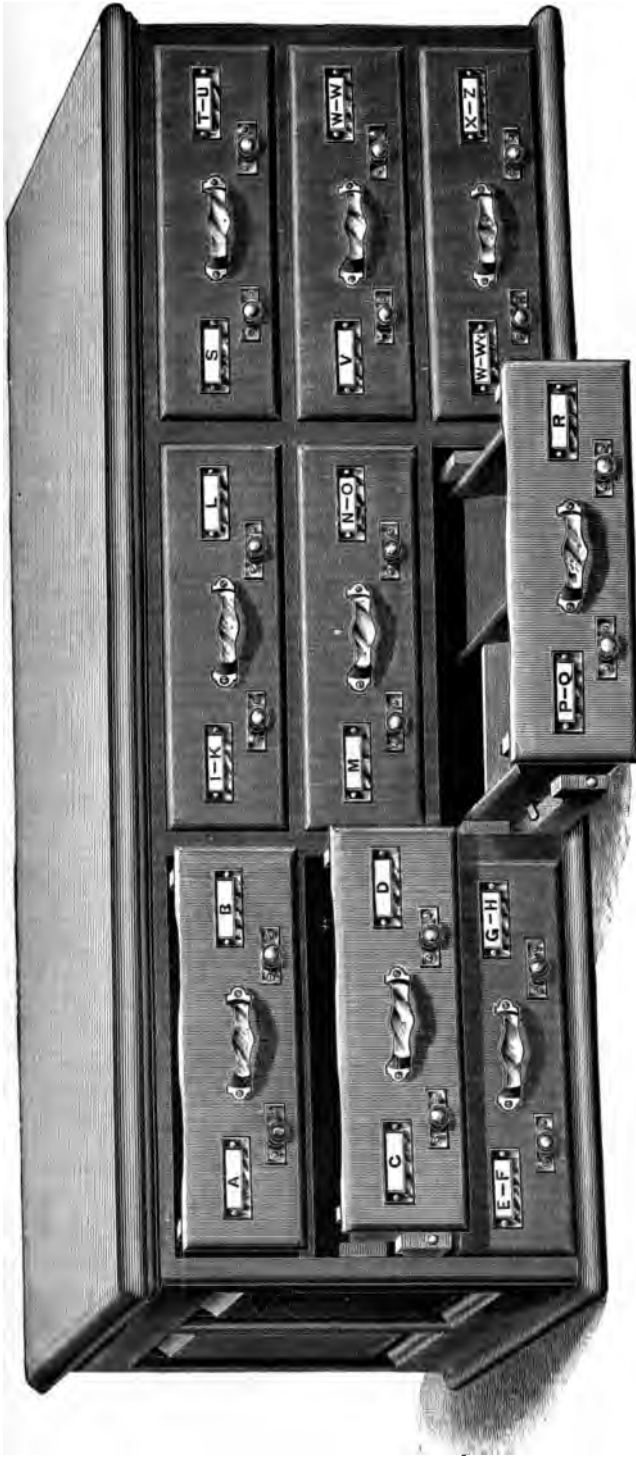


22x6 case. Size, outside, 73 cm. (29 in.) long, 39 cm. (15½ in.) high, 61 cm. (24 in.) deep.

22x6 outfit, for No. 33 cards, consists of 6-drawer L. B. slide case in oak or walnut, 24 patent angle blocks, 1,500 bristol guides, 12 patent lock-guard rods, 12 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 11,000 33x cards	\$70.00
“ “ 15,000 33r “	73.00
“ “ 22,500 33l “	76.00
Without cards	35.00

In mahogany, **\$5.00** additional.



Cut of 22x9 Case. Size, outside, 107 cm. ($42\frac{1}{2}$ in.) long, 39 cm. ($15\frac{1}{2}$ in.) high, 61 cm. (24 in.) deep.

22x9 outfit, for No. 33 cards, consists of 9-drawer L. B. slide case in oak or walnut, 36 patent angle blocks, 2,000 bristol guides, 18 patent lock-guard rods, 18 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Price, complete, with 16,000 33x cards, **\$100.00**; with 22,000 33r cards, **\$102.00**; or with 32,000 33l cards, **\$107.00**; complete, without cards, **\$50.00**; with mahogany case, cost is **\$8.00** additional. See page 57 for a base for this case.

22x8 outfit, for No. 33 cards, consists of 8-drawer L. B. slide case in oak or walnut, 32 patent angle blocks, 2,000 bristol guides, 16 patent lock-guard rods, 16 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 14,500 33x cards	.	.	.	.	.	\$90.00
“ “ 20,000 33r “	.	.	.	.	.	92.00
“ “ 29,000 33l “	.	.	.	.	.	96.00
Without cards	.	.	.	.	.	45.00

In mahogany, \$7.00 additional.

Size outside is 73 cm. (29 in.) long, 51 cm. (20 in.) high, 61 cm. (24 in.) deep.

22x12 outfit, for No. 33 cards, consists of 12-drawer L. B. slide case in oak or walnut, 48 patent angle blocks, 2,500 bristol guides, 24 patent lock-guard rods, 24 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 22,500 33x cards	.	.	.	.	.	\$125.00
“ “ 30,000 33r “	.	.	.	.	.	130.00
“ “ 45,000 33l “	.	.	.	.	.	140.00
Without cards	.	.	.	.	.	60.00

In mahogany, \$10.00 additional.

Size outside is 107 cm. (42½ in.) long, 50 cm. (20 in.) high, 61 cm. (24 in.) deep.

22x15 outfit, for No. 33 cards, consists of 15-drawer L. B. slide case in oak or walnut, 60 patent angle blocks, 3,000 bristol guides, 30 patent lock-guard rods, 30 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 28,000 33x cards	.	.	.	.	.	.	\$150.00
“ “ 37,500 33r “	.	.	.	.	.	.	155.00
“ “ 56,000 33l “	.	.	.	.	.	.	165.00
Without cards	.	.	.	.	.	.	75.00

In mahogany, \$12.00 additional.

Size outside is 107 cm. (42½ in.) long, 61 cm. (24 in.) high, 61 cm. (24 in.) deep.

Nos. 22x12 and 22x15 are same as 22x9 shown on preceding page, except one and two rows of drawers higher, respectively. Bases for these cases will be found on p. 57.

Standing desk outfits. These are handsomely finished cabinets of a high and with a sloping top for a standing desk. One cannot go below a certain point in consulting the card index without its being very inconvenient, nor above a given point without its being difficult; this standing desk gives a happy medium. Twenty-inch closets below the drawers give valuable space for the storage of stationery, cards, and other material, and the desk itself fills another purpose than for the card index alone. They are of handsome finish, paneled on three sides, made throughout of hard wood and fitted with the L. B. slides.

In offices where space is limited this form of case solves the question: where shall the card index be kept? the desk taking the place of the ordinary form, and is not less available as an index.

22x18 desk outfit, for No. 33 cards, consists of 18-drawer L. B. slide desk (shown in cut on next page), in oak or walnut, 72 patent angle blocks, 3,000 bristol guides, 36 patent lock-guard rods, 36 label-holders, with set of printed labels and cards to fill the case.

Complete, 36,000 33x cards,	\$200.00
“ 48,000 33r “	205.00
“ 72,000 33l “	215.00
Without cards	100.00

In mahogany, **\$20.00** additional.

22x21 desk outfit. Same as 22x18, except it is 7 drawers high instead of 6. With complete fittings. Oak or walnut.

Complete, with 42,000 33x cards	\$230.00
“ “ 56,000 33r “	240.00
“ “ 84,000 33l “	250.00
Without cards	115.00

In mahogany, **\$25.00** additional.

2x 28 desk outfit. Same as 22x18, except 7 drawers high and 4 long. Oak or walnut. Outside length of desk: 150 cm. (58½ in.)

Complete, 56,000 33x cards	\$285.00
“ 75,000 33r “	300.00
“ 112,000 33l “	325.00
Without cards	135.00

In mahogany, **\$35.00** additional.



22x18 outfit. Outside size, 110 cm. (43½ in.) long, 70 cm. (27 in.) deep.
See preceding page for prices.

The following L. B. slide cases are furnished to fit cards 5 x 12½ cm. No. 32 of the L. B. Catalog. They are of the same dimensions as cases for No. 33 cards, four drawers in high requiring exactly the same space as three for the larger card, thus the illustrations in previous pages show exteriors for both, and obviate the necessity of cuts in this connection.

22y4 outfit, for No. 32 cards, consists of 4-drawer L. B. slide case, same outside dimensions as 22x3 on p. 47, in oak or walnut, 16 patent angle blocks, 600 bristol guides, 8 patent lock-guard rods, 8 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 6,000 32x cards	\$35.00
“ “ 9,000 32r “	36.00
“ “ 12,000 32l “	37.00
Without cards	20.00

In mahogany, cost **\$3.00** additional.

22y8 outfit, for No. 32 cards, consists of 8-drawer L. B. slide case, same outside dimensions as 22x6 on p. 48, in oak or walnut, 32 patent angle blocks, 1,500 bristol guides, 16 patent lock-guard rods, 16 label-holders, with set of printed labels, and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 15,000 32x cards	\$72.50
“ “ 20,000 32r “	75.00
“ “ 30,000 32l “	77.50
Without cards	40.00

In mahogany, **\$5.00** additional.

22y12 outfit, for No. 32 cards, consists of 12-drawer L. B. slide case, same outside dimensions as 22 x 9 on page 49, in oak or walnut, 48 patent angle blocks, 2,500 bristol guides, 24 patent lock-guard rods, 24 label-holders, with set of printed labels and cards to fill the case. Rods, blocks, and label-holders are fitted.

Complete, with 22,500 32x cards	\$100.00
“ “ 30,000 32r “	105.00
“ “ 45,000 32l “	112.50
Without cards	55.00

In mahogany, **\$8.00** additional.

Safe Outfits

Many records kept upon cards require absolute protection from fire, because of the difficulty or impossibility of reproducing in case of loss. Several banks have had index cases built into their vaults, others have had them made to fit old safes, and in some instances we have built outfits on trucks, which are run into the large vault for protection.

In a fire-proof building there is very slight danger; but, under the usual exposure to loss by fire, there are many instances when it would be gross negligence to have the outfit unprotected.

To meet this demand, we offer safes made specially for us by one of the largest safe makers in the world, fitting card index outfits, of from 24,000 to 96,000 cards, according to size and cards selected. These are deeper than any regular safe made, giving greater capacity without corresponding increase in cost, and fit the standard L. B. drawer, found by long use to be the most convenient size. The Herring safe has been selected from among many excellent safes made in this country, as the one combining the greatest number of desirable features.

These safes have solid forged frames of heavy bar and angle iron, plate iron instead of light sheet iron for the bodies, and are filled with a patent fire-proof composition that does not deteriorate with age; the greatest known fire resistant. In all fire-proof qualities the Herring is unsurpassed; while in other details, locking, etc., they equally maintain the reputation of the oldest safe makers in the country.

Cases for safe outfits are made in the very best manner of mahogany, have L. B. slides to all drawers, and interior details to give the most perfect working outfit. Drop flush handles are used on both drawer pulls and lock-guard rods, so as to give the greatest depth allowed by the safe, and in all respects cases are as perfect as we can make them.

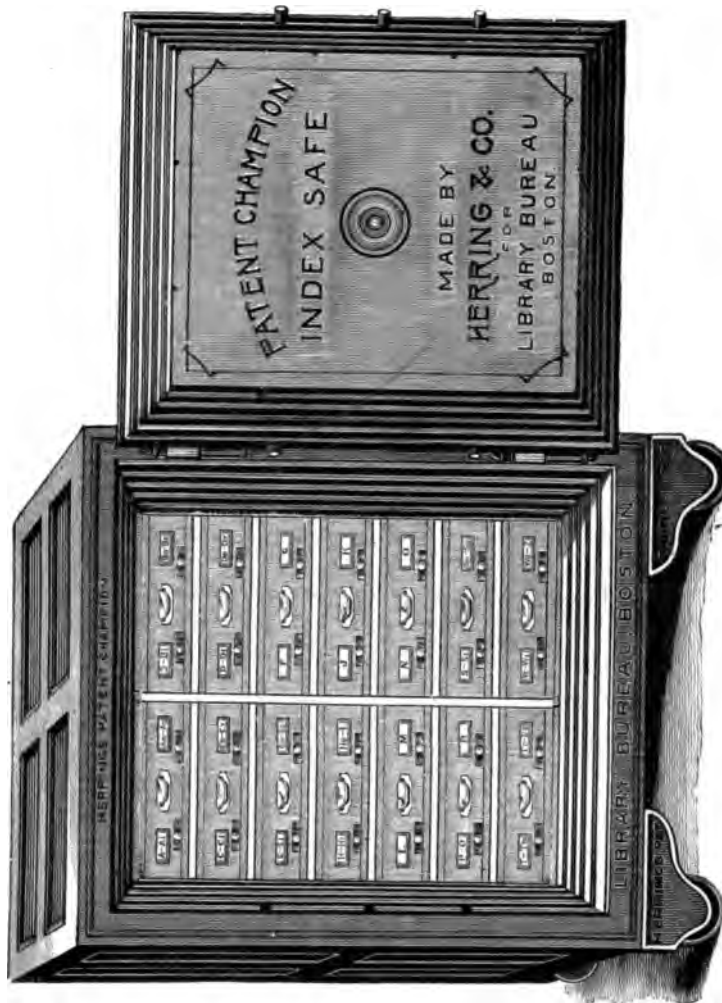
22s1 Outfit. Patent Champion single-door safe, 34 x 27 x 20 in. 14-drawer case of mahogany (drawers fit No. 33 cards), complete fittings, with 24,000 No. 33x cards (36,000 No. 33r or 48,000 No. 33l if preferred) **\$325.00**

22s2. Same as 22s1, except safe is fitted with a 20-drawer case (drawers fit No. 32 cards), complete fittings, and 35,000 No. 32x cards (52,000 No. 32r or 70,000 No. 32l if preferred) **\$350.00**

22s3 Outfit. Patent Champion double-door safe, 44 x 28 x 20 in. 20-drawer case of mahogany (drawers fit No. 33 cards), complete fittings, with 35,000 No. 33x cards (52,000 No. 33r or No. 33l if preferred) **\$425.00**

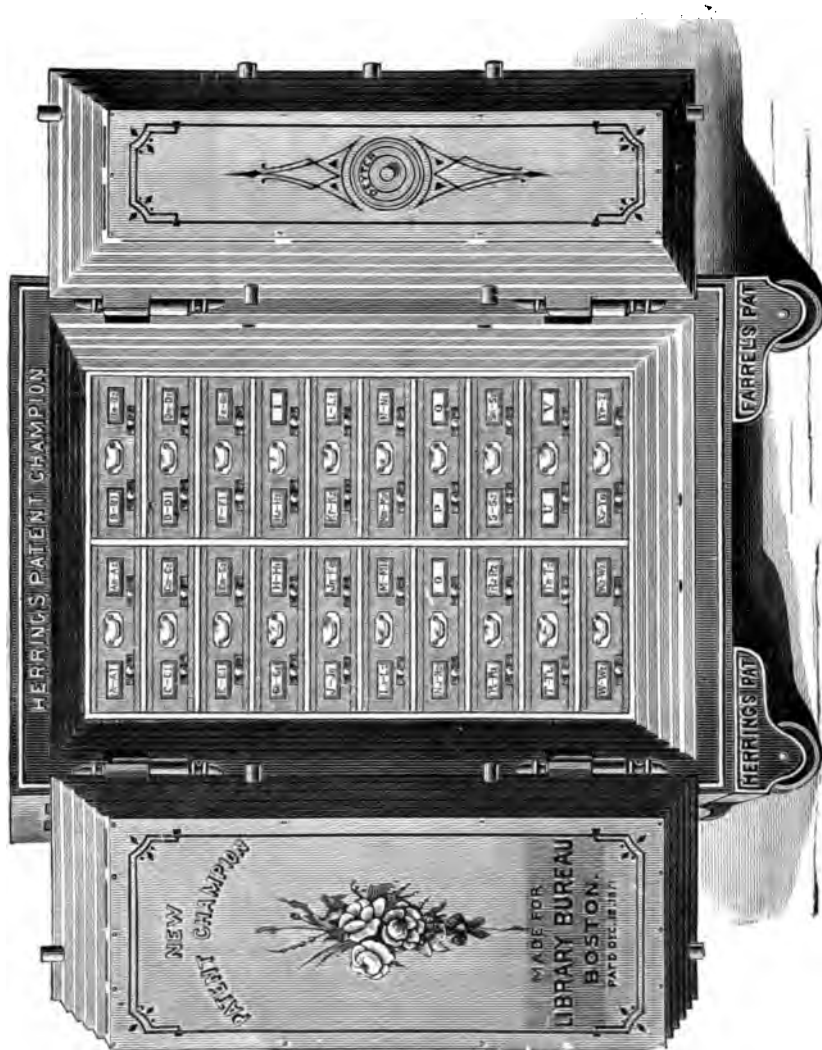
22s4. Same as 22s2, except safe is fitted with 28-drawer case (drawers fit No. 32 cards), holding 48,000 No. 32x cards (72,000 No. 32r or 96,000 No. 32l) **\$450.00**

Outfits 22s1 and 2, with double-door safes, are \$25.00 extra.



Safe Outfit No. 22s1. Price, \$325.00

For description see preceding page.



Safe Outfit No. 22s3. Price, . . . \$425.00

For description see page 54.

Bases for Outfits

To secure the greatest convenience in consulting cards, the standard index cases are made the hight for easy reading of both the upper and lower drawers, when case is on a base or table of the proper hight. No one, unless compelled by limited space, is willing, after any experience, to consult the lower drawer stooping over or the upper one standing on tip-toe.

The L. B. bases are substantial cabinets, giving for a library or business house needed shelf room for reference books, storage of cards or other materials, and a stand of just the right hight for easiest consultation of all the cards. Many users do not have just the place for the index. The library table top is needed for other uses, besides being a trifle low: the revolving bookcase is too high and too small for any except the single-tiered case, while to have a base made by local workman costs one-half more than the standard patterns, made in large quantity by the Bureau. The Library Bureau bases will be found a great convenience, and worth their cost for other uses.

The bases shown by the following cuts, with the exception of **22w**, are for Nos. **22-o** to **22q** cases. We make the same general forms of the size for **22x3** to **22x9** cases; *i. e.*, **22w3** is the base for **22x6** as shown. The heavy paneled end is used on all higher grade bases to match slide cases. The following are prices of different patterns of best grade bases:

22w1 base, for **22x9** and **22y12** cases, with doors, paneled on all four sides as shown in cut of **22w3**, and has adjustable shelves; price, **\$25.00**. In mahogany, **\$32.00**.

22w2 base, same as **22w1**, except that it fits **22x6** and **22y8** cases; price, **\$22.00**. In mahogany, **\$28.00**.

22w3 base, for **22x6** and **22y8** cases, shown in cut on following page; price, **\$15.00**. In mahogany, **\$20.00**.

22w4 base, the same as **22w3**, only for **22x9** and **22y12** cases; price, **\$18.00**. In mahogany, **\$21.00**.

22w6 base, like **22u2**, but for **22x9** and **22y12** cases; price, **\$11.00**. In mahogany, **\$13.50**.

22w7 base, like **22u5**, but for **22x3** and **22y4** cases; price, **\$8.00**.

The above are furnished in oak or walnut; any other wood made to order.



22w3 base with 22x6 outfit.

22w3 Base in oak or walnut.	\$15.00
in mahogany	20.00



22u2 Base. A fine finished, strong table for 22g and q outfits.
In oak or walnut. Price, **\$10.00**



22u3 Base. For 22g and q outfits. Open front and back, thus giving four shelves, 90 cm. (36 in.) long, for reference books. Ends are paneled to match index cases. Oak or walnut. Price, . **\$12.00**

22u4 Base. Same as 22u3, except shorter. Fits 22f and p outfits.
Price, **\$10.00**



22u5 Base. A very attractive stand for 22—0 and e outfits, with shelving for a few of the most used reference books. Made in oak or walnut. Price **\$7.50**

Printed catalog cards

From the first, experts have recognized satisfactory printed catalog cards as the most important item in reducing expenses and improving facilities in public and private libraries. Many articles have been written pointing out the various uses and advantages. In 1877, at its first annual meeting, the American Library Association appointed as a special committee on these printed cards, President Winsor, Secretary Dewey, and R. R. Bowker, of the *Publisher's weekly*. It was discussed at the London meeting in 1877, and has been under consideration for 16 years. At Lake George in 1885, a special session of the A. L. A. was held on call of Secretary Dewey, and it was determined to carry out the work as soon as certain arrangements could be perfected. At Columbia College Library the next year, the co-operation committee, with others, held a full meeting and confirmed the decision. During all these years the Library Bureau has been steadily engaged in experiments looking to the production of these cards promptly enough and cheaply enough to make the plan a success.

After spending much time and money, we finally succeeded in perfecting new machinery which overcame mechanical difficulties, and after consultation with leading librarians and publishers decided to begin the work in 1893. This was announced at the A. L. A. Lakewood meeting in 1892, and again at Chicago in 1893 (A. L. A. proceedings, p. 70²⁵) where the co-operation committee reported that after years of preparation the printed catalog cards of new books had been taken up in earnest by the Library Bureau and in the near future would be carried out energetically. Abundant notice was given because the sporadic attempts heretofore made had resulted only in loss of money and annoyance to all concerned. We have deferred action till we are able to guarantee our work to subscribers. Every detail has been carefully studied, and our experience in this kind of work has been so large, publishers and librarians have been confident that when we did undertake it, it would be carried to a successful issue. We are now prepared to supply public and private libraries, booksellers, and others interested, with every appliance needed for the many applications of the printed card system, and to guarantee the best results at the most reasonable cost.

Plan. Publishers are furnishing advance copies of their books. These are being cataloged by our catalogers, the cards printed and distributed promptly to all subscribers. Catalog entries are full and complete for all library uses; they answer the questions of the bookseller as to the character of the books, and serve the publisher by being advance announcements. It has been in operation long enough to indicate its success.

These cards are issued twice a week, and cover the cataloging of all current standard books. The work is being done by experts, and no expense will be spared in making the cards as accurate and helpful as possible. Annotations will be made to the full extent which library support justifies. It will be our effort to make them as perfect as can be attained in every way.

For libraries, these cards are a catalog of all purchases of current books; the cards for books not purchased, make an alphabetic purchasing list or can be used as supplements to the printed subject bibliographies.

For booksellers and publishers the cards become a complete alphabetic catalog of all standard American books from Nov. 1, 1893.

Cost. No very accurate estimate can be made, as the number of books to be issued during the year is uncertain. Nor is it possible to base the charge on so much per title, as some books may be cataloged with two cards and others with half a dozen. Subscriptions are taken for the year at so much per thousand cards issued, including postage, as follows:—

Printed on L. B. standard	33l	cards, per 1,000	. . .	\$7.50
"	"	" 33r	" "	. . . 9.00
"	"	" 33x	" "	. . . 10.50

The difference in price is due to the difference in the weight or thickness of the cards, and the added cost of distributing the thicker cards.

The cards can be furnished by special order of any desired size to fit catalogs already started. We cannot recommend too strongly, however, the adoption of the almost universally used 33 size, 7⁵ x 12⁵ cm. (3 x 5 in. approximately) which has been proved most desirable. At the bottom of the card are printed the Decimal Classification and Expansive Classification class numbers, Cutter author numbers, subject headings for which cards have been printed, and the first word of any added entry. Unless advised to the contrary, standard 33l cards will be sent to all subscribers.

Subscriptions are solicited for the year beginning Nov. 1, 1893.

The following cards show the general style of subject and author entries:

Call number

Adams, Herbert Baxter,

Life and writings of Jared Sparks; comprising selections from his journals and correspondence

Boston *Houghton, Mifflin & co.* 1893. 2v. portraits, O. cl. \$5.

Call number

Aldrich, Thomas Bailey**Two bites at a cherry, with other tales**Boston *Houghton, Mifflin & co.* 1894 [c. 1893] 4+269 p. D. cl. \$1.25

Contents. Two bites at a cherry — For bravery on the field of battle — The Chevalier de Ressequier — Goliath — My cousin the colonel — A Christmas fantasy, with a moral — Her dying words

Als Two

General notes. In addition to cataloging current new books, we shall at an early day include in the scheme under separate subscriptions several special works for which we have been making necessary preparation. Among these we mention fully annotated cards for the 5,000 volumes of the A. L. A. Library as shown at the World's Fair; carefully selected lists of the best books on much used subjects like electricity photography etc.; the most important works on bibliography and library economy i. e. the librarians' working tools; also card indexes to important larger sets, including public documents if the government cannot be induced to do this greatly needed work. In short our Catalog department will do whatever coöperative cataloging work is most needed up to the full limit of the support accorded.

Our charge for this work is 50c. per hundred cards for the total expense of cataloging, proof-reading, printing, sorting and handling an estimated probable number of subscriptions.

Any one familiar with the possibilities and the skilled labor and prompt service which are absolutely necessary to success will see at once that this work cannot be done for many times this price were it not for the peculiar machinery and special facilities for making and distributing which we have perfected during the last sixteen years and which do not exist elsewhere. All these we place at the disposal of the libraries and book men, and shall do for them all that their support will justify. We do not ask the libraries to share in any experiment but offer them what we have proved our ability to supply promptly and well. The best evidence of this is the fact that we have been for three years distributing similar cards for other uses, having printed during the last year over 90,000 different titles and issued more than 4,000,000 printed cards.

Some applications of the card index

To enumerate all and illustrate their use would be much beyond the limits of our space and involve a treatise on almost every established business. We select a few representative adaptations, as suggestive to others equally alert for labor-saving processes. No other discovery has been so productive of saving in account keeping as the card index, simple as it is. One of the largest life insurance companies states that, by using cards throughout its office, it has saved 50 per cent of the clerical labor of keeping accounts—enough to perceptibly increase its dividends. One house recently paid an expert \$1,000 to examine their methods and tell them how to save \$5,000 in annual expenses. His main change was substituting cards for books of original entry. This might assure a dividend, while competitors under old conditions were losing money, a clear case of the survival of the fittest.

The card index is an accurate, scientific system of account keeping, that brings about results desired at less cost for maintenance than any other established method, obviating the use of heavy books at great reduction of labor.

Card ledgers. Used in place of blank books, they are their own index, posting is greatly facilitated, and closed accounts are eliminated if desired by merely lifting the card out of the alphabetic or numerical series. It is particularly valuable for petty accounts. In many offices the cards have been found a great improvement over any other form.

Cost and factory accounting. Among manufacturers there is little difference of opinion as to facts and records wanted concerning their business. There is, however, a wide difference in methods and results.

The excess of actual over theoretical or estimated cost varies in most plants from 10 to 30 per cent of the value of the entire product.

The problem has been to overcome what may be termed mechanical difficulties in organizing and keeping these accounts. The card system eliminates practically all these difficulties, the only question being what facts and records the producer desires.

Note the strong points of the card plan for all mercantile and factory records: perfect simplicity; possibility of minute analyses with the minimum of labor; perfect flexibility; adaptability to small or large business; immediate elimination of dead matter; obviates numerous copyings, and so reduces labor and possibility of errors. As a business grows the system need not be altered but grows with it.

The card system has been effectively applied in the following and many more records: pattern changes, costs, maintenance, and depreciation; foundry and machine-shop production orders and reports; accurate records of cost, maintenance, and depreciation for plant, machinery,

and tools; comparative cost and production records; time and piece-workers' reports; waste and scrap reports and records; stock and material orders and records; records and indexes for drawings and special orders; buyers' quotation records; order and shipping cards; comparative monthly and annual product statements, etc.

By reducing all office and factory records to one or at most two sizes of cards, and using our perfected fittings for handling these, a plant will save in labor and reduced cost many times the expenditure for the card system.

We are ready to take up in detail the needs of any mercantile or manufacturing company; and offer our years of experience in the solution of whatever their difficulties may have been.

"Blank or record books have no vested rights which cards are bound to respect."

The following is from G. W. Davenport, of the Thomson-Houston Electric Co., Boston, now of the General Electric Co.

"It gives me pleasure to testify to the many advantages of this method of cataloguing or indexing in manufacturing and business houses. We make use of it in various ways. Employing, as we do, eighteen draftsmen, the accumulation of drawings, tracings, blue prints, etc., is large, and these have been catalogued and numbered, and by means of the card system catalogued with cross indexes in such a way as to render it easy to find any drawing, whether known by its true name or the class of work under which it comes, date of its completion or number. Again, our cost clerk, in figuring the cost of the multiplicity of small pieces and supplies made, each of which has its number in our factory, and by which number it is known to the foremen and to our customers, makes the record of these costs on the cards and by cross indexing, the last determination of cost may be found either by reference to the name of the article or its well-known number as contained in our catalogue. Each machine which we manufacture has a complete record kept of it—its performance while under test, the date of its shipment, the number of the order on which it is shipped, the point to which it is shipped, and the purchaser's name; so that should any part be desired for that machine at any time, by reference to our card catalogue we are enabled to see at a glance the make-up of the machine for which the new part is needed.

This system is carried out still further by taking the numbers of the various parts of the machine and giving all the information on each card that is contained in the card belonging to the machine itself, so that receiving at any time from an unknown source a portion of a machine, we can readily determine just what machine it went out in, what its behavior was while at the factory, what tests were applied to it, and the way in which it withstood them; in fact, obtain a complete history of the article, and where it had been shipped. We also use the

system in keeping a record of the various companies organized to use our system of lighting, with their officers, capital stock, and such other information as is desired. These are arranged, cross indexed under companies, states, and towns.

I regret that the pressure of business prevents my making a clearer and better explanation of the way in which we make use of the card system. Our people were decidedly averse to its introduction, and it was only after considerable persuasion that they consented to permit me to use it at all."

From Charles J. Harrah, jr. Vice-President Midvale Steel Company, Nicetown, Philadelphia, Pa.

"It gives us pleasure to say that we have found the card catalog a great labor-saving machine, and its practical working in our hammer shop and tire mill offices has proved it to be an indispensable system for the saving of time as well as labor. We have been able to keep more accurate records and to find them with greater ease than under any other system we have tried, and if we extend our plant to any extent in the near future, shall be pleased to extend also the use of the card catalog."

Index of correspondence. Letter-filing in alfabetic order, flat-wise, is a great advance over the old-time method of carefully folding to exact size and laboriously labeling the back of each paper with name and date, tying in bundles and packing away in miniature sea-chests with the year painted in large figures on the end — a plan now followed only by a few antediluvians.

Careful computations have been made to secure an equal division of correspondence among a given number of compartments or divisions of indexes. There has been great competition among file makers to secure the best mechanical devices, and yet the complaint is constant that the letter-file is often like the sea "that never gives up its dead."

An alfabetic arrangement of letters, simply, however carefully devised and perfect the system of filing may be, is in many cases inadequate, as those written or received can be filed in but one place. The user may remember the subject, but fail to find from forgetting the name under which it is filed. If a letter is placed in its proper compartment under the signature, the possibility is that it may be called for under the corporation heading or vice versa, — possibly neither conveys any suggestion of the subject; e. g., the Bureau recently received a letter from a business man written on the heading of an insurance company, the subject matter pertaining to a local library. For any future reference this would be looked for under the name of the library, which does not appear at all. Under general rules that govern filing, the clerk would place this letter either under the insurance company's name or the individual signature, neither of which would be associated with the library except from memory. The larger the cor-

respondence the more inflexible must be the rules for filing, and cases of this sort are multiplied. No rule can be made which will not cut the wrong way in some instances.

The more valuable and important the correspondence the greater the necessity for some system of cross reference, — a method of filing that will enable the user to find with certainty the subject matter desired, from whatever point of view the search may be made. This is accomplished by the card index.

Use of the card index does not necessarily exclude the alphabetic system. Cards may be used in just the same way for direct and cross references to letters arranged alphabetically. Many will undoubtedly continue to use their cabinet files, supplementing the alphabetic arrangement of the letters by a subject index.

We appeal to the experience of all users of the old file systems to prove the immense value of a subject index which will enable one at any time to have brought to his desk all the letters bearing on any point. Obviously the separate index is the only possible solution as many letters treat of various subjects, and can be placed only in one place. We therefore recommend to all who wish to retain the alphabetic cabinet file, that a subject index be made on cards.

The simplest, cheapest, and most effective method of filing is to number each letter or paper with the number of the correspondent. Each correspondent or subject is indexed on cards arranged alphabetically while the papers are kept in numerical order. This arrangement brings all the letters from one person together in chronological order and admits of cross references covering every point of view for which papers may be searched.

The same number should be assigned to the copy of the reply, which is made on loose sheets either by manifolding or the usual copying process, and is to be filed with the letter to which it refers, always arranging the latest dated letter with its reply (if any) uppermost on the file.

It is but the work of a moment to enter the correspondent's number from the card index, or make the card out and assign a number if the name is not already in the list. This index is of great value. Aside from being a key to correspondence, it contains the address of every one with whom business is done, and may be made to carry all kinds of information; e. g., financial standing, lines of goods they should be encouraged to buy, etc., and it can be kept constantly up to date.

Where grouping of correspondence is desired it is easily attained by assigning a subsidiary number to any particular subject; e. g., in the case of papers pertaining to a given contract.

The plan is simple and inexpensive as it dispenses with the costly letter file, for board boxes at 20c. each hold the numerically arranged papers satisfactorily and ready for quickest reference.

The following cards suggest the use of the system for this purpose:

Giant Oxide Co.	
see Arnold & Morse Co.	1796
Arnold & Morse Co. (The)	1796
Augusta Georgia	
Wilson G. E.	250
Box 342 Worcester Mass.	
see also Springfield City Lib.	2751
Springfield City Library	2751
Springfield Vt.	
see also Wilson G. E.	250

Subscription lists. The card index has grown into very wide use among periodical publishers as a method of recording subscriptions. Every letter received containing one or more subscriptions is stamped with a consecutive number. A card is written containing the name of

each subscriber, with the same number as on the letter, and any other facts which are needed for reference or for use in connection with the subscription. Instead of using the original letter, which there is danger of losing, this card goes the rounds of the several departments; for instance, to the mailing department to record the address, thence to the premium department and elsewhere, finally returning to the subscription department, where the cards are filed in one complete alphabetic index of all subscribers. Different colors of cards are used to indicate expirations, which can be taken out of the list and alphabetized for circularizing.

The letters bearing the same number as the cards are filed in cheap board boxes, and readily referred to through the index. Three points claim attention:—

1. The card makes an accurate and legible copy of the name and address to go the rounds of the departments for entry.
2. The subscription list becomes the best possible index of all correspondence pertaining to subscriptions.
3. Names once written in the index never need be rewritten, however long a term the subscription may be in the list.

The system has been adopted by numerous large commercial houses, among them "Ladies' home journal," of Philadelphia, "Ladies' world," of New York, "Brodix publishing co.," of Washington, "Review of reviews," "Munsey's magazine," and others.

The individual requirements of each office will be made a special study and suggestions offered when desired. The following card illustrates the use of the system in the "Ladies' home journal," of Philadelphia.

No.	Mrs		
29658	John L. Smith		
Address			
18 & 91	125 State St		
Cleveland, Ohio			
First Journal	Subs	Yrs	6 Mos
Premium	Credit	Commission	Cash Order
Amt. received		Agent	
50c		Marian P. Jones	
Recorder	Comp.	File	
10	17		

Some practical uses of card system

Banks—National and Savings. Signatures and insurance policy records, indexes to ledgers and depositors; collection ticklers made on this system reduce work to a minimum.

Cemetery associations. Use cards for records of burials, lot-owners, etc.

Hospitals, physicians, oculists, dentists. Use cards for history of each case; for accounts, also classification of notes and references on technical subjects.

Lodges, societies and clubs. For membership rolls, subscription records and accounts.

Railroad companies. For employees' records, quotations received and given, stock accounts, department records.

Insurance agencies. For policy and expiration registers; location or street records, renewals, confidential lists. All lines of insurance find the card system indispensable for lists and records of policy holders.

Government records—National, state and municipal. For all lists subject to change; card indexes to all records and documents, thus making available valuable matter practically buried; records of deeds, mortgages, probate and other court records; board of health records; licenses issued; births, marriages, and deaths.

Charity organizations and overseers of the poor. For applications and histories of persons aided.

Churches. For membership records; subscription and pledge rolls; pew records, etc.

Real estate agencies. For records of all data of property in charge, arranged alphabetically or by location, or both; for rental rolls and accounts.

Gas, electric, telephone, water companies. For lists of customers, arranged by name, location, or number. Ledgers, collection-ticklers, lists of applicants and bad accounts.

Political organizations. For lists of voters; ward records, etc.

We shall be pleased to give additional information to any one interested, as well as the benefit of our experience in adapting the system to any required use. It is an undoubted certainty that the card index is rapidly superseding the old form where large and complex lists are maintained. To those adopting it, or perfecting a crude form already adopted, we offer the results of years of experience and study. CORRESPONDENCE SOLICITED.

Savings bank depositors' signatures. The following from the Provident Institution for Savings, Boston, explains the method in use in many savings banks : —

"We are using cards in our business as a reference file of depositors' signatures,—to take the place of the signature book used by savings banks for the identification of depositors.

The file was started three years ago and is now in practical daily use. It is complete so far as it applies to accounts opened since it was started, and includes between sixty and seventy per cent. of the signatures of the older open accounts. The balance come in slowly. We have a sufficient number to thoroughly test its efficiency, and our experience in its daily use is perfectly satisfactory. It proves a quicker, easier mode of reference than the signature books, and is preferred by the clerks wherever a card signature has been taken. Besides there remains the crowning advantage of elimination of signatures of closed accounts.

On opening an account it is our custom to take the depositor's signature and description in a signature book as formerly. While the pass book is being prepared a second signature is taken on a card of 7.5 x 12.5 cm size and standard ruling, which has the number of the account stamped in the upper left hand corner. At our leisure the description is copied on the card; it is carefully compared with the book and filed in the card cabinet.

The signatures of the older depositors are taken as fast as they come in and their deposit books stamped "card sig. taken," to avoid taking duplicates.

The closed pass books of each day are used as guides in taking out of the file their corresponding signature cards, and after a proper examination to ensure their being the right cards they are destroyed. You will note we retain the signature book as of old, because it gives us in the most compact, perfect form a record of *all* who have ever been depositors, enabling us to avoid an accumulation of cards of closed accounts. The signature book is put away in the safe when filled.

In our cabinets the cards are filed numerically, held firmly by rods, and prepared for quick reference by the insertion of guide cards slightly taller than the signature cards and stamped with the number each marks off. These occur at intervals of fifty cards.

Besides the above we select the following to represent the experience of several thousand users, and attest the usefulness of the Card Index, as well as the diversity of its application.

From G. S. Poole, Sec. Warren Inst. for Savings, Charlestown.

We have used the card system since 1865—23 years! for indexing depositors' names. I have been trying to get up *my courage* to recommend the use of cards for depositors' accounts, and abandon ledgers altogether. I believe in cards.

From F. E. Granger, Chief Clerk Eliot Five-Cents Savings Bank, Boston.

In regard to the card index we purchased of you, we could not do business with any comfort without it. We consider it a perfect index. It is a great labor-saving device, and has saved us many a weary search for a depositor's name. Any bank once using it would never be without it. I think, with a little ingenuity, it could be made to last forever, practically. I have explained it to the bank commissioner and he thought it a great saving of time and labor. You may refer to me at any time for its good points, its simplicity and durability.

From Oliver P. Miller, Assistant Cashier Williamsburgh Savings Bank, Brooklyn, N. Y.

The card index in use by this bank gives great satisfaction among our employees, both in filing away and in looking up an account.

From the first day of this month up to the 20th we had to let the indexing go. When we commenced to index on the latter day we had 708 names, and the cards were all written out and filed on the afternoon of the 21st. If we had been using a book index it would have taken us ten days to have done the same work.

We are more than satisfied with it, and the more we use the better we like it. We do not believe there will ever be anything to excel it.

From L. W. Piper, Secretary Institution for Savings, Newburyport, Mass.

We have used your card index for three years as an index of depositors' accounts, and are pleased to say that we deem it superior to any book index, both in facility of posting and consulting. We are already amply repaid for the labor of changing from the book system which we had previously used, although that was as good as any of the kind.

From Charles E. Sprague, Secretary Union Dime Savings Institution, Broadway, 32d St. and Sixth Av., New York.

I regard the card system as the only efficient method for indexing alphabetically the depositors of a savings bank or similar institution. The faults of any form of book-index, however ingeniously subdivided, are three. First, imperfect alphabetizing. We can appreciate this by conceiving of the city directory as it would be if it were only alphabetized as far as the first three letters of the surname. Names varying as to the remaining letters and as to forenames would be at random. Edward Murgatroyd, who now can only occupy a certain line in the N. Y. Directory, might then be on any line of over eleven pages of Mur's. Second, the book must fill up, and then the search for any name must be prosecuted in several places. Third, there is no way by which the

"dead" or closed account names can be removed, so as to confine the search to open, live accounts.

In some kinds of business these objections may be of little weight, and doubtless a well-arranged index in book form serves every useful purpose. But in a savings bank the conditions are peculiar. There is a constant stream of new depositors, so that the total number of names in our large city banks runs into the hundreds of thousands, while from various causes accounts are continually being closed so that the open accounts are comparatively few.

**From the New York Sun Concerning the Registrar's Office,
New York City.**

They have there what is known as a card index of the city's mortality. It is a big tin box with eighteen compartments or columns that have room for 40,000 little cards, one for each death that occurs in New York in the year. When New Year's comes around it is filled up, and then it is put away and a new index begun in a new box. The object of it is to ascertain readily the sanitary condition of any street or locality, as disclosed by the mortality, and to this end they are all arranged alphabetically, running from left to right.

Dr. Tracy, who keeps the register, can pick you out at sight any street, and tell you exactly how many persons have died in it from one end to the other within the year, the houses in which they lived, who they were, how old, what they died of, and on what day of the month. The little card holds all this information and the number of the death certificate besides, should more be wanted.

About 100 of the cards fill the space of an inch in the register, and thus it is that the mortality of New York can be roughly ascertained with a foot rule by consulting this register.

From Northwestern Mutual Life Insurance Company.

For more than 25 years some portions of the records of the Northwestern Mutual Life Insurance Company have been kept on cards, or by use of a card system, as a substitute for book entry.

Prior to 1872 the use of card records was confined to the Actuary's Department and matters connected with the annual valuation work; but in that year the officers of the Company gave the first serious consideration to the question, whether the card system could not be extended to nearly all branches of office work, and take the place of cumbersome books, with great saving of clerical labor, and increased facility and convenience in the transaction of business. It was decided to make the experiment, and it succeeded beyond all anticipation. In the Secretary's Department, the Actuary's Department, and in the Medical Department, the card system is especially valuable, and in fact has become indispensable.

The two card cases recently received from your factory are as constructed for, and give good satisfaction.

From E. Wilder, Secretary and Treasurer Atchison, Topeka & Santa Fe Railroad Company, Topeka, Kansas.

I have found the card catalogue system for several years a very convenient method of indexing, not only contracts and leases, and numerous documents of like nature, which are filed in my office as Secretary of the company, but for indexing the record books of our various organizations. We have three separate indexes of our records—one being chronological as to important facts; one a classified index, so that all action of Directors bearing upon each class of business can be brought together by these cards; and another personal index, by which the mention of each individual in the records, in connection with his election to office or his assignment to any particular duty, can be shown.

The advantage of the card catalogue, by which unlimited extension of the index, without any destruction or disarrangement of previous work, can be made, seems to me too patent upon its face to need any recommendation stronger than a mere suggestion.

From J. A. Anderson, Supt. Pennsylvania Railroad Voluntary Relief Department, Trenton, N. J.

I have found the card catalogue exceedingly useful as an index for some 30,000 names which we have upon our records, and I know of nothing which would serve us as well. I am also using it for indexing our correspondence, and thus far have found it entirely satisfactory.

From Thomas B. Wales, Sec'y Holstein-Friesian Association of America (Iowa City, Iowa).

In regard to the use I put your system of indexing, will say that my attention was first drawn to it in the library of the Iowa State University at this place in 1882, and the idea of using it in the keeping of the registry of our cattle for the Holstein-Friesian Herd Book was then conceived. Each animal has its card, on which is given the name and number it takes in the herd book, with the number of its sire and dam, date of birth, name of its breeder and owner with their address. Should the ownership change, then the date of sale, with the name and address of its new owner, is written on the next unoccupied line. We have now in use about forty thousand cards, and I believe it is the most perfect way of indexing names which have to be continually referred to now in use. We are now using about ten thousand new cards per year, which henceforth must double every two years.

I believe I am the first to put your system to use in the keeping of herd book registry, and would advise your sending descriptive circulars to the office of every such association, feeling confident that it will not

From the Prudential Insurance Company, Newark, N. J.

This company has replaced all book indexes, and all books arranged for reference to dates, by the card system of indexing.

For a number of years we have used cards for making up certain agency records and for various statistical and actuarial purposes. Our files contain at this time over 2,000,000 of cards.

We believe that cards admit of quicker reference than books, reduce the liability to error, and facilitate office work in many ways.

From Guild & Lord, Publishers Textile Manfg. World, Boston.

We have one of your card catalogues in use, and find that it is exceedingly convenient, and well suited to our purpose.

We use it for referring readily to a list of some twenty-five or thirty thousand names, and it answers the purpose better than any other method known to us. For keeping a subscription list in a neat manner, and arranged in perfect alphabetical order, we consider it extremely well adapted.

From Massachusetts Title Insurance Company, Boston.

We use a card catalogue for a locality index, by street names, of titles examined, as well as for an alphabetical list of persons whose titles this company has insured.

We shall be pleased to give additional information to any one interested, as well as the benefit of our experience in adapting the system to any required use. It is an undoubted certainty that the card index is rapidly superseding the old form where large and complex lists are maintained. To those adopting it, or perfecting a crude form already adopted, we offer the results of years of experience and study. CORRESPONDENCE SOLICITED.

23. Trays. A very great convenience, either used alone or in working over cards before putting them in the drawers. One who has used them will never be without. With or without covers, and with or without partitions. The covers keep out much dust, but add to cost, and are less convenient for current desk work. For small card index outfits covers are best. The partitions serve to separate the contents into five distinct boxes. This has the advantage over guides of leaving the cards loosely arranged, so that the eye often sees the exact card wanted, without aid from the fingers. Where covers are not used, trays two-thirds high of card are better, as, while they hold the cards equally well, it is much easier to handle and to read them when they project above the sides, and the light also reaches them much better.

For No. 32 cards. $5\frac{1}{2} \times 13 \times 21$ cm ($2 \times 5 \times 8$ in.).

	WOOD COVERED WITH PAPER.	TIN.	HANDSOMELY FINISHED ANTIQUER OAK.
23i, plain	\$0.25	\$0.40	\$0.50
23j, with 5 divisions	.40	.60	.75
23j2, with 5 divisions, $\frac{2}{3}$ high	.40	.60	.75
23k, with covers		.60	
23l, with divisions and covers		.75	

For No. 33 cards. $8 \times 13 \times 26$ cm ($3 \times 5 \times 10$ in.).

23p, plain	\$0.30	\$0.50	\$0.60
23q, with 5 divisions	.40	.75	1.00
23r, with covers		.75	
23s, with divisions and covers		1.00	

See page 38 (under No. 22) for description of card index outfits in trays.

24. Card Index Fittings. These are described under No. 22. We give here, under proper catalog number, list and price of the separate fittings used in the complete outfits. (See p. 31 to 33.)

24a1. Blocks. Size for No. 32 cards. Sold in pairs, the front and back being at a different angle. Price, 5c. each.

24a2. Size for No. 33 cards, 5c. each. Both sizes are sent without dowels, unless they are specially ordered.

24e1. Zinc Guides. Size for No. 32 cards. Price, \$2.50 per 100.

24e2. Size for No. 33 cards. Price, \$3.00 per 100.

24f1. Bristol Guides. Size for No. 32 cards. Cut in half, third, and fifth lengths. \$5.00 per 1,000.

24f2. Size for No. 33 cards. Price, \$6.00 per 1,000.

Made in white, salmon, buff, and blue. Any size cut to order. For printing of any special lettering see p. 31.

24f4 and 5. A to Z Guides. Lettered from a to z, same as used in No. 22c1 and 22c2 outfits. These are on very heavy bristol, cut so as to read a, b, c, d, etc., without one standing in front of the other. Prices, 24f4, size 32, **25c.**; 24f5, size 33, **25c.**

24f6. Month Guides. Names of the months. Size for 33 cards. Made in buff and blue. Price per set, **15c.**

24f8. Week Guides. Names of the days of the week, size for 33 cards. Made in buff. Price per set, **10c.**

24f10. Day Guides. Numbered 1 to 31, cut so as to read 1, 2, 3, etc., without one standing in front of the other. Price per set, **30c.**

24f12. State Guides. Names of the states and territories. Size for 33 cards. Made in buff. Price per set, **50c.**

24g. Guide Label Ink. Per bottle, **25c.**

24k. Locking Attachment. A handsome bronze bar in front of each tier of drawers, with lock. Can be removed without disfiguring the case, and readily applied when wanted. Price, Attachment for 22e or o cases, **\$2.00** each; for 22f and p, **\$3.00** each; for 22g and q, **\$5.00** each.

24u. Label Holders. Made in four sizes, of bronze, handsomely finished, fitting cards 2×5 and $2 \times 7\frac{1}{2}$ cm. at **15c.** each; cards $2 \times 12\frac{1}{2}$ and $5 \times 7\frac{1}{2}$ cm. at **20c.** each. The 2×5 are used regularly on card index cases, the $7\frac{1}{2} \times 5$ on filing boxes, etc.

24v. Labels. Fitting above holders. Plain 2×5 , $2 \times 7\frac{1}{2}$, $2 \times 12\frac{1}{2}$ cm. at **10c.** per 100, $5 \times 7\frac{1}{2}$ cm. at **15c.** per 100.

Printed labels for card index outfits in sets for the different cases. Price per set, for 22e and o cases, **15c.**; for 22p and f, **25c.**; for 22g and q, **50c.**

25b. Slip Trays. Small trays for holding 5×5 and $5 \times 7\frac{1}{2}$ call slips, so much used for mem's, and in libraries for charging loans. Each compartment is $5\frac{1}{2}$ wide by 2 cm long. The following fit $5 \times 7\frac{1}{2}$ slips:—

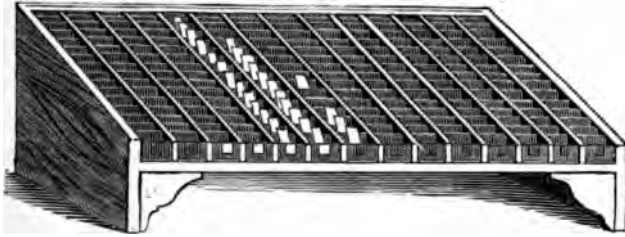
25b1.	5	compartment tray, tin		.40
25b2.	10	" " " in 2 rows of 5 each		.65
25b3.	10	" " " " " " " " " " " "		.65
25b4.	20	" " " " in 2 rows of 10 each		.75

For 5×5 cm slips, order trays of above numbers, *but two-thirds high*.

For the $5 \times 7\frac{1}{2}$ slips are also trays in oak and in wood covered with paper. Each compartment is 8 cm wide by 2 cm long.

25b5.	5	compartment tray, oak		.75
25b6.	5	" " " wood covered with paper		.20

25a. Sloping Slip Case. A series of 20 compartment, movable tin trays, held at the proper angle by handsome wood case, with



tight-fitting dust cover. Devised for charging loans, indexing, and similar work where many slips are to be arranged or referred to.

The charge is made on a slip of manilla or other paper, size 5 x 5 cm (2 x 2 in.) or 5 x 7½ cm. First the number of the book, then the borrower's number with date. The slips are arranged consecutively by book number in the trays, each day's circulation occupying one tray. Each column is complete in itself, and movable. The whole series is slid one to the right each day, allowing the newly emptied column to be inserted at the head, thus saving all transfer of slips. The right-hand column shows overdue books.

Libraries open every day in the week require 15 trays; three or four days, 10 trays; and those two days, 5 trays. Each tray will hold 2,000 slips, tho more convenient with half that number.

PRICES

15-section, charging case complete,	.	.	.	\$25.00
10 " " " "	.	.	.	15.00
5 " " " "	.	.	.	10.00

The 15-tray case is fitted with 3 drawers, giving space for a card catalog of 3,000 cards, or for storage of charging slips.

No other charging system, except the now discarded ledger, has had so wide adoption.

25c. Charging Case. A two compartment wood case with cover.



Adapted to small libraries. The charge is made on a book card (see 34a) 7½ x 12½ cm. (3 x 5 in.) which contains book number, author's name, and title of book. In the columns below is added the borrower's number with date. The cards are arranged by date,

each day's cards being in order of book numbers.

Price, complete case and date guides, . . . **\$4.50**

Stamps and Dates

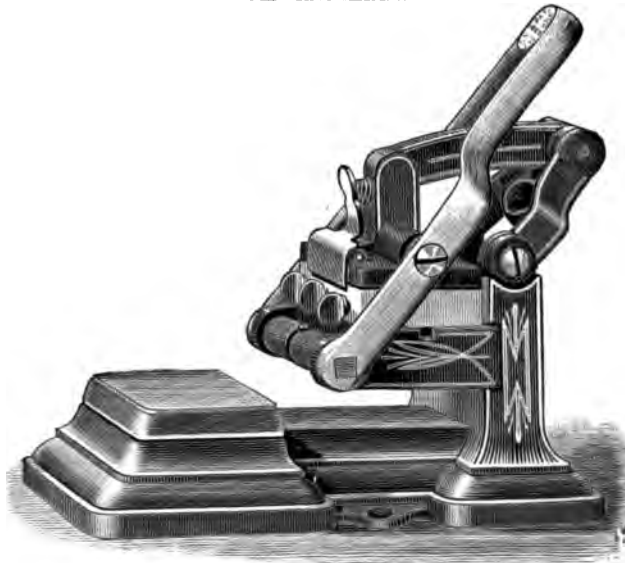
L. B. Dates. In library work dates are constantly used and often in places (e. g. on borrowers' or other cards of the charging system) where space is limited, and the need of quick work makes it difficult to get the date in the space assigned. The system of date abbreviations devised by Melvil Dewey in 1878 has proved its claim good to be the briefest possible without new signs and with perfect freedom from ambiguity, and it is clear to those who see it for the first time.

The common plan of using numbers for the month should be abolished, as about half the world reads 2/3 as Feb. 3d and the other half as 2d of March; and each stoutly insists that to read it the other way is a blunder. Taking the average of the year the L. B. dates are shorter and free from all danger of mistake. The series for the months is —

Ja F Mr Ap My Je Jl Ag S O N D

The date is written with day, month, and year in logical order, and, as the letter separates the figures, no lines or periods are needed; e. g. 3 F 89 is 3d of Feb. 1889.

Price, 26a, L. B. System, Rubber Dates. Days, months, and years complete in box with forceps, **40c.** per set.



26d. Lever Self-Inker. This patent lever self-inking, dating and printing stamp, has a new principle of action. By a simple motion the lever is brought forward, carrying the die from the inked cushion to the plate on which the impression is made. It springs back to place automatically. A very important feature is the interchangeable dies. One can use as many different dies as he chooses in the same mechanism, either with or without dates. The change can be made in a second.

PRICES

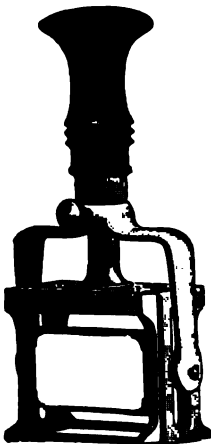
- 26d1.** Lever Self-inker, fitted with dating die, box of metal bodied dates, and library gage **\$7.50**
26d2. Same, with only printing die, no dates or gage **6.50**
 Extra dies, either solid or mortised for dates, cost \$1.25 extra.



- 26d4. Lever Dater.** Smaller and cheaper form of 26d1 for dating only. This is our most popular style. All stamps fitted with gage for registering in the small spaces of a borrower's card, and complete set of L. B. dates, ink, etc.
 Price, 26d4 Lever Dater **\$4.00**



- 26e. Self-Inking Library Dater.** These were the first dating stamps with rubber type offered to libraries, and are undoubtedly in use today in more of them than any other form. They are durable, simple, and easily cared for, but are not as noiseless as the Lever Stamp. Fitted with gages for stamping in exact spaces, and supplied with complete set of L. B. Dates, for **\$5.00**.



- 26f. Self-Inkers.** Used either for printing or dating. Have great advantages over the platform stamps. May be used on books as well as on cards or single sheets. For a slight extra charge a die with any words wished can be put on any of these daters, so to stamp at the same time with the dates. Complete with L. B. Dates.

PRICES

- | | |
|--------------------------|---------------|
| 3 x 3 cm plate | \$3.00 |
| 3 x 5 cm " | 4.00 |

26g. Pad Dater. Hand stamp. Most compact, and admits of dating in inner margin of books, etc. Complete, with dates, pallet, and ink pad, 75c.



26h. Pencil Dater. A movable pad dater attached to a lead pencil; a slight motion of the hand stamps the date much plainer than it can be written, without removing the hand from the pencil. Of great service at the loan desk, where books must be charged rapidly. Devised at the Milwaukee Public Library, and adopted by many others.

Price, dater and L. B. dates, complete, 75c.



26ic. Automatic Numbering Stamp.

For registering the accession number in books, on cards, etc., and in banks and commercial offices for numbering checks, stock certificates, etc. The figures shift automatically and can be changed from consecutive to duplicate and continuous numbering, by moving the pointer on the dial.

4-wheel, 1-9999	.	.	.	.	\$14.00
5-wheel, 1-99999	.	.	.	.	16.00
6-wheel, 1-999999	.	.	.	.	18.00
7-wheel, 1-9999999	.	.	.	.	20.00



26i4. Numbering Stamp. A cheaper form than 26i3. Figures change automatically; can be adjusted to print any number of times; not so durable, but ample for offices and libraries where a stamp is not largely used.

PRICES

4-wheel numbering machine, 1 to 9999	\$9.00
5-wheel " " 1 to 99999	10.50
6-wheel " " 1 to 999999	12.00

26i3. D. C. Numbering Stamp. For users of the Decimal Classification a special stamp has been made, providing for two decimals; i. e. for five figures of the classification. Used for printing the class numbers on cards, book plates, and labels. It has not only proved a genuine labor-saver, but adds uniformity and legibility to the catalog.

Price, 26i3 5-wheel D. C. Stamp **\$25.00**

26j. Book Number Stamp. A three-wheel stamp, made specially for the Cutter notation (see 13b). Two stamps are required, one giving the alphabet A-M, the other N-Z, in combination with the places of figures. Price, three-wheel stamp, **\$20.00**.



26m. Embossing Stamp.

Needed to mark the name and place of the library on the title pages and all plates, maps, and inserts not printed on the regular forms, and therefore liable to be removed. If the stamp is properly made it is impossible to iron out its impression so that it cannot be detected if the sheet is

held up to the light and the broken fibres examined. A rubber stamp used to mark titles and plates is apt to stain, blot, or offset; or, if an ink that acts like a paint instead of a dye is used, after many years it can be removed with an ordinary eraser. Safety and appearance both require the raised letters of the seal press. We recommend plain gothic letters for name and location of library, avoiding fancy types and border lines. (See *Library Notes*, p. 27, vol. 1.) Price, **\$4.50**.

26n2. Gelatine Stamp Pad. This is gelatinized ink, in a tin box with cover, and has one layer of thin fabric drawn over its surface. This is constantly kept moist with ink by absorption from the elastic cake, so that it is always ready to properly ink the face of a rubber stamp. In red, violet, blue, green, and black.

Price, $2\frac{1}{4} \times 3\frac{1}{2}$ in., 30c.; $2\frac{3}{4} \times 4\frac{1}{2}$ in., 40c.; $3\frac{1}{2} \times 6$ in., 60c.

26n3. Stamp Ink. For use in self-inking rubber stamps, and for re-inking. $\frac{1}{2}$ -oz. bottle, 15c.; 1 oz., 25c.; 2 oz., 40c.

The metal letters of the numbering machines require a special ink, which we furnish at 30c. per bottle.

We have every facility for furnishing any pattern of rubber or metal stamp, and in any form now made. Full catalog of self-inking dating and printing, ribbon, numbering, rubber pad, and embossing stamps, together with list of metal-bodied type and pellets, stamp ink, and pads, will be sent on application.

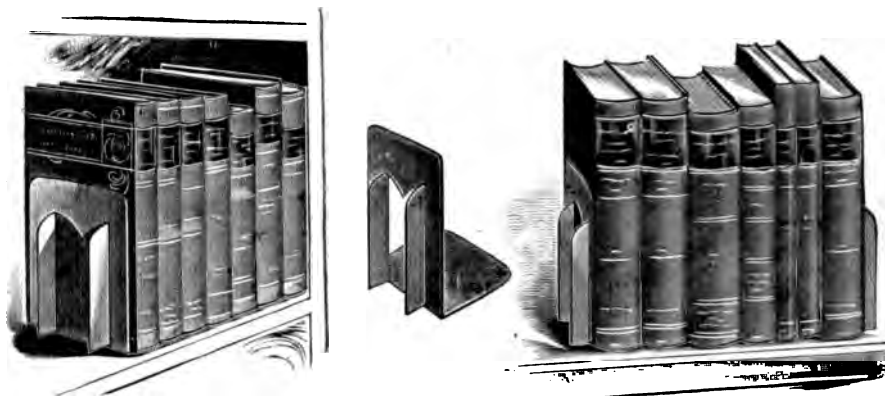
Book Supports.

Every library learns by sad experience how important a factor they are in preserving bindings, keeping the shelves sightly, and books upright. Every bookowner has trouble from books dropping over on their sides or tipping part way. Many modern books have covers so thin that they are little better than flexible leather or stiff paper, and unless braced they "squash down" as does an unsupported pamphlet. Every binder is largely indebted to the carelessness of bookowners in this respect. Books half tipped over soon have the threads broken, the binding is ruined, and must be replaced. If the threads are strong, the book may stand the strain, but become so warped that it can never be straightened. To avoid these evils, scores of devices have been made, tried, and rejected as not worthy adoption; unsatisfactory in working, unsightly on shelves, taking up room needed for books, heavy, bulky, clumsy, with springs constantly getting out of order, adapted to only one use or to only one thickness of shelf, and too expensive for wide use. The want has led to many efforts to supply it.

Our first book braces, copied from the Boston Public Library, were cubes of wood about 15 cm on each edge, and cut thru diagonally. These took much room, and were easily moved from lack of weight. After these came the pressed brick, covered with paper. This took less room and held the books better; but they were dropped and broken, or broke something else, including the toes of attendants, were clumsy on shelves and off, and would not hold up tall books. Some to this day use these bricks, and say that the space taken is not a strong objection, because if there is space on the shelf it makes no difference, and if there is no space, then the brace is unnecessary. They forget that when the shelf is filled the brick must be taken out and put *somewhere* to store it, and that two books will go anywhere that one brick can be put.

After successive experiments the supports now recommended by the Bureau were devised, and not only have to a very large extent replaced the crude forms in use, but in these improved patterns have been found such an economy as greatly to increase the general use of supports.

The three candidates for favor—the L. B., Crocker, and Buffalo—have individual merits, not common to all. For 8° volumes, the L. B. has the widest use, while for folios the Crocker will be found most effective. The Buffalo support's principle of action is much the same as the L. B., and has the advantage of not disappearing among the books, but the disadvantage of taking more space on a full shelf, of compelling the shelves to be grooved specially, and cannot be used to support books on counters and tables, as can the L. B. Each library will do well to test the different kinds for themselves. The Bureau offers sample lots for a month's trial.



28b. New L. B. book support. A new and improved form of the L. B. the first satisfactory support devised. It serves not only for books on the shelves, but, two supports make a perfect temporary shelf on table, floor, or ledge—indeed, anywhere, of any desired length. This quality makes it the best support for office and home use; supplying a want often felt in every room where books are kept or handled.

Description. A single piece of light but strong metal is bent into a rectangular shape, thus forming a base plate and an upright. From the material composing the upright are formed two braces which are bent outwardly and at right angles to the upright itself. These projections brace the upright against lateral displacement and prevent it from being bent out of shape by the weight of heavy books, or crawling away from the books. The support cannot be hidden between books as in the old form and hence books cannot be pushed on the edge of an unseen support and so injured. It will support books of any size from the smallest to the largest.

Two distinct uses. Singly, the best known device to keep books upright on shelves. In pairs, the best adjustable shelf. Each support makes a firm end for the column of books between them.

Sample 100 sent on trial to any library, subject to return if not fully satisfactory.

Price, 15c. each.

\$1.35 for 10.

\$12.00 for 100.

28a. Old L. B. book support. This is the first of this form invented, and has been more widely used than all others combined. It takes no space on the shelves, an advantage, but has the disadvantage of not supporting tall books as well as 28b, which finds strength in the outward projection. It is preferable for table use.

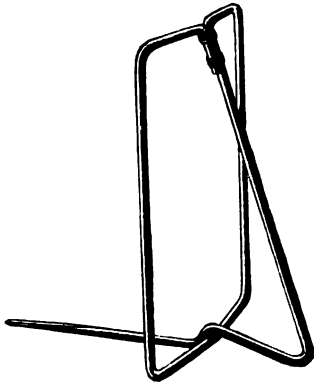


Price, . . . **20c.** each; **\$1.80** per 10; **\$15.00** per 100.



28c. Crocker Book Brace. The Crocker Library Book Brace is a plate of wood 8 cm wide, 1 cm thick, and 17 or 26 cm long, of beech, with edges rounded and surfaces nicely finished, so that nothing can injure the finest binding. A fine steel spring, attached by screws and nuts in a slot, is adjusted so that the length from tip of spring to foot of brace is just *one-half inch* more than the space between shelves where it is to be used. The foot of the brace is placed against the books with the spring outward. On raising it to a vertical position, the tips of the spring engage the under side of the shelf above, effectually preventing any forward thrust of the books. The spring is slightly curved, so that it is placed in position with perfect ease, allows the books to be removed in front of it without resistance, and can be moved toward the books to fill any spaces with the ease of an ordinary book. It holds the books firmly at the top, where a small force is so much more effective than a large one nearer the bottom, and supports with rigid resistance any column of books, even the tallest folio as firmly as it does an octavo, a thing impossible with any other brace on the market.

Prices for O and Q sizes, **15 cents** each; **\$1.35** for 10; **\$12.00** for 100. Extra long for folios over 35 cm (14 in.) high, **18 cents**. For 40 cm (16 in.) or 50 cm (20 in), **20 cents** each.



28e. Buffalo Book Brace. Devised by J. N. Larned, Supt. of the Buffalo Library, Buffalo, N. Y. This support aims to avoid any possibility of turning on the shelf, sliding to the back, or disappearing between the books, by carrying a tongue under the books in a groove running the length of all the shelves. This is the latest candidate for favor, and, so far as it has been adopted, is highly commended.

Price, **28e** Buffalo Book Brace, **15c.** each; **\$1.35** for **10**; **\$12** per **100**.

28d. Wood Dummies. For indicating the locality of a book kept elsewhere than in its regular place. The label below is pasted on the side of a thin board, $12\frac{1}{2} \times 20 \times \frac{1}{2}$ cm ($8 \times 10 \times \frac{1}{4}$ in.), and when filled out gives the description of the book, and forms a permanent record of its actual location. The reason for its removal is shown by underlining on the slip the printed sentence which applies in the particular case. Price, **\$5.00** per 100.

Class	Book	Vols.	Size	Will be found
Author.....				
Title.....				
.....				
For the convenience of those consulting the shelves, this wood dummy represents a book not here, because :				
Too large for the regular shelves.				
Transferred to Reference Shelves.				
Costly or rare. Removed for safekeeping.				
Missing and not yet replaced.				
Made by LIBRARY BUREAU, 146 Franklin St., Boston.				

29a. Bracket Step and Handle. Instead of noisy, heavy, inconvenient, and often dangerous step-ladders, stools, etc., which are always under foot when not wanted and in the farthest corner when needed, our device is always in place, strong, efficient, cheap, noiseless, and never in the way. The Bracket Step is screwed firmly to the upright between shelves as high as needed to reach the top shelf, if not too high for a single step; i. e. 30 to 50 cm (12 to 20 in.) from floor. The handle is screwed above at full reach when standing on the floor. For very high shelves a second Step and Handle may be put above the first so to rise two steps. In use, the hand grasping the handle above and the foot on the step, the body is easily and safely raised so to reach 20 inches higher than from the floor. Ladies use them as readily as men. There is no exposure, and little strength is required. One hand is free to get or replace books, and the other balances the body and allows of reaching a shelf length either way. Beside its regular use for reaching books it is often invaluable where a door or window bolt, a gas jet, ventilator, or anything out of reach requires frequent adjustment.



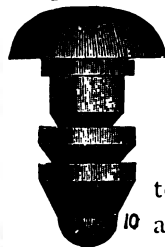
29a1. Step, Handle, and strong screws complete, iron, japanned, **25c.**

29a2. Iron, gold bronzed **30c.**

Discount on 20, 10 per cent; on 100, 20 per cent.

For other devices for reaching high shelves, see folding steps No. 79

29c. Rubber Chair Tips. Indispensable in public reading-rooms.



A strong rubber tip or shoe, to fit the various sizes of chair legs, makes them noiseless, pleasanter to sit in because of the elasticity, and more durable because so much of the jar and strain is avoided by the rubber cushion. Once used no library will be without them. Most reading-rooms use No. 10 tip. A hole is bored in the chair leg and the solid tip inserted, instead of using the cap over the end.

Outside tips, **10c.** Inside, **5c.** each. **\$4.00** per 100. Special bit for boring chair legs, for **\$1.00.**

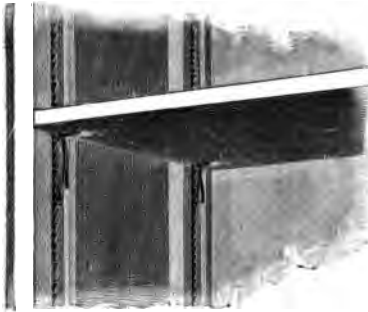
Full list of 21 styles free, also rubber casters, wheels, etc., for tile or wood floors, with directions for applying. Send size of chair legs at bottom in ordering the outside caps.

29m. Smith Adjustable Shelf Support. For library and merchandise shelves. Can be adjusted instantly to fit any height of book, locking itself into place automatically. This is the most satisfactory shelf support made. It gives a closer and easier adjustment than the L. B. Shelf Pin, the best of all the cheaper devices.



Description. Vertical grooves, $\frac{1}{4}$ in. deep by $\frac{3}{4}$ in. wide, are made in the upright divisions between the shelves at each of the four corners of the shelf. Iron ratchets are put into these grooves, flush with the face of the divisions. These ratchets are in $9\frac{1}{4}$ -in. strips, held in place by a pin on each ratchet and by barbed blind staples.

The shelf supports slide in these grooves, and are held at any point set, by the ratchets, the shelf resting on the projecting pin. The shelves are all mortised to take the pin flush with its under side.



To adjust up or down, it is only necessary to lift the shelf and slide the supporting pin either way desired, a spring holding it at any point, from $\frac{1}{4}$ in. to 9 in.

Mr. Utley, Lib. Detroit P. L., says, after an extensive use of the Smith Support, "I endorse it." Mr. Foster, Lib. Providence P. L., writes, "We have found them perfectly satisfactory for 12 years."

We shall be glad to send a model to any library wishing to examine it. Address all orders and inquiries to Library Bureau.

Price, **25c.** per set of 4 pins and ratchets. Special terms on large quantities.

Library Shelving. After the books themselves, the first necessity is shelving on which to store them. Much of the convenience of administration depends on the wise solution of the questions involved; e.g., material of shelves and uprights; length, width, thickness, and distance apart; width and height of counter ledge, if any; distance between cases; supports, or pins, if shelves are movable; means of reaching high shelves, if unhappily there be any; galleries and stairs, if used for high walls, etc.; beside the important matters of cost and capacity.

The Bureau has given careful study to all these details; it has facilities for producing the best standards and gives its experience without charge, in adapting them to various local requirements. Estimates for wood shelving, iron stacks, or any interior work on application. Prices will be as low as good work will allow. See **21s.**

29s1. Cole Size Card. A simple size card for quick and accurate sizing. Parallel lines drawn at the proper distances, i. e. 10, 12½, 15, 17½, 20, 25, etc., cm, from the bottom indicate the outside limits of the height of each size in the symbols *Te Tt T S D O*, etc. From the lower left-hand corner, three diagonal lines are drawn, which run at a uniform proportion from the edge of the card, and designate with mathematical accuracy the shapes of the books by the proper prefixes *nar*, *sq*, or *ob*. Place the left-hand edge of the card between the cover and the fly-leaves on a line with the bottom of the cover, which serves as an automatic guide to hold it in exact position, and the size and shape appear at once in the card above and at the right of the corner. The card is one of the most useful time-saving devices yet made for catalogers. Price, 25c. each.

29s2. Size Rule. A 30 cm boxwood metric rule on which are stamped the sizes of books as decided upon by a committee of the A. L. A. The size is given in both the new symbol, *Q*, *O*, *D*, *S*, and the corresponding fold designation, 4°, 8°, 12°, 16°. Price, 20c. each.



29x. Revolving Shelf Pin. The ordinary metal pin has the round part which fits in the hole in the upright and the flat part on which the shelf rests. In our pin the parts are connected by a piece standing at right angles to the first, thus allowing an adjustment to two heights, without removing the pin from the hole.

We have made many thousands of these for libraries, and they have been found a perfectly satisfactory shelf support. Used by the public libraries at Salem, Mass., Concord, Mass., Grand Rapids, Mich., Howard Memorial Library, New Orleans, La., New York State Library, Albany, and many others. We commend it as the most satisfactory low-priced shelf support made. Our own manufacture.

Price per 10, 15c.; per 100, \$1.00

29z. Table Fastener. An oblong piece of iron, for securely fastening the legs of the table to the floor, 2 mm thick, 5 cm long, and 2 cm wide. One-half the length is mortised into the table leg, and the remaining part screwed to the floor. This secures the table firmly. At least two are required—four are better—for each table. Price, 15c. per 10.



29u. L. B. Shelf Label Holder. After some years' experiment with a great variety of devices, we have perfected in material, size, angles, and clinging power a Label Holder for movable use on the shelves. A thin plate of heavy tin, neatly japanned, is cut by dies made for this special use, and so bent as to fit snugly the front edge, binding tightly upon the top and bottom of the shelf. On three sides of the front a narrow flange is turned up, so that a bristol card may be readily inserted, removed, or reversed. The plate, being perfectly flat, clings closely to the wood and holds its place. This holder is slipped under the first books on each topic, and, as the subject grows, is slid along, always marking the beginning. In the relative location now coming into general use, these Holders are almost indispensable. Labels nailed or screwed on the shelves are troublesome to move, disfigure the shelves, and do not mark accurately the beginning and ending of specific subjects. They are also largely used in stores for marking piles of paper, books, packages, etc., their application being almost unlimited. We also furnish a large variety of labels, printed on fine bristol board, fitting the Holders; e. g. the subject numbers and headings of the DECIMAL CLASSIFICATION, titles of the leading periodicals, and any label wanted in libraries. (See No. 37 L. B. Catalog.) The Holders are of two sizes, thus providing for both generic and specific labels, the large Holders showing the main divisions, while the small ones show the beginning of each section or subsection; e. g. 336 Finance could be printed in large type on the large label, while 336.2 Taxation could be in smaller type and on the small label.

PRICES

— 29u	L. B. Shelf Label Holder, labels $12\frac{1}{2} \times 2$ cm,	10c. each, \$7.50 per 100.
29v	" " " labels 5×2 cm,	10c. each, \$7.50 per 100.
	Blank cards accurately fitting the Holders, either size, per 100,	10 cents.

In ordering, the exact thickness of shelf must be given. Samples sent on application to Library Bureau.

[Reprinted from v. 2, *Library Notes*.]

A. L. A. Standard Accession-book.

First of all records to be filled, and by no means last in importance, is the book of accessions, the history of the growth of the library. To this the librarian turns for final reference in doubtful cases. Here is the complete story of each volume, fully told, but in the most compact form. It is the official indicator for the whole collection. Each line is a separate pigeonhole, in which, if not exactly the book, all the condensed facts about the book are placed. Thence they are never removed; they are not stolen, or loaned, or condemned, or withdrawn, or sent to the binder, or lost. The card is never misplaced, the entry does not mysteriously disappear, a new edition never supersedes. Once written, "it is enough," til the paper grows thin with wear and the binding crumbles with age or the ink-lines entirely fade out of ken. He may turn to his book of accessions to learn *what*, and *where*, and *when*, and *whence*, and *how much*, and feel sure of his answer. A well-made accession-book has an element of mathematical exactness unknown to any other catalog. It is the *editio princeps*.

Every volume has a line, and the book is thus an indicator for the entire collection. By this complete, unchangeable record the additions for every day, week, month, and year are shown at a glance; also the total number of volumes which the library has had; and its present number by subtracting the total withdrawn and lost. This book is the most permanent of library records. There is no danger of losing or misplacing entries, as sometimes happens in card catalogs, nor of being compelled to rewrite them, as often happens in the shelf list.

The name catalog should not be applied to the accession-book or to the shelf list, but is restricted to the author, title, and subject catalogs, made primarily for the use of readers, while these are chiefly for official use. Commonly "accession" is used also as an active verb. Some object to this, and prefer entry-book and "to enter;" or record-book and "to record" or register and "to enter." "To register" confuses with the registration of readers. Additions or addition-book and "to add" is perhaps best, as entry on this record is technically the only way to "add" a book.

For this essential book many forms have been used, but the best feat-

ures of all were finally combined in the A. L. A. Model, made by a committee of experts who compared thuroly all the various forms collected, made and tested samples, and finally agreed on all the details of materials, ruling, printing, and binding.

The double page is divided by double lines into three groups. First on the left, after the date of addition, are the three numbers assigned by each library, viz., accession, class or shelf, and book, followed by the volume number. Next come author, title, and imprint entries, which belong alike to every book of the edition regardless of any library. Lastly come the notes of binding, source, cost, changes, loss, re-binding, sale, etc, this third group like the first pertaining solely to this copy and library: or in brief, the line is filled with the title, preceded by the special library numbers, and followed by the special library notes.

The desirability of the location number in the accession-book has never been questioned, but the frequent changes in that number as ordinarily used made its use impracticable. The best managed libraries now assign permanent numbers to their books, so that they may be called for from the oldest edition of the catalog as readily as from the latest. With such a system it is a great convenience to refer directly to the shelf where the book may be found without consulting intermediate catalogs, also to glance down the column of numbers and see in what proportion the various departments, as indicated by those numbers, are receiving additions. The decision of the A. L. A. Committee was unanimous in favor of these columns, for it is believed that every library will sooner or later adopt a relativ location and so need them.

The old arrangement had the *volume column* with the other imprint entries on the second page. Here, the volume immediately precedes the author column, and at the first glance it is apparent what the entry is; e. g., v. 47, Harper's Magazine, is vastly more convenient than to follow across an entire page to the former place of the volume, with the attendant danger, both in entering and consulting, of getting on the line above or below, and thus making serious blunders. Practical use will convince those doubtful of the utility of the change. A still stronger reason is, that the volume-number is an essential part of the call-number or press-mark by which the book is found, and it is inconvenient to have the first part of this number at the beginning of the long line of entries, and the last part at the other end.

The colored lines help the eye in passing across the page, following one or two above or below, and thus avoiding the danger of getting off the line in crossing the fold.

31a. A. L. A. Standard Accession Book. Size, 35 x 30 cm (14 x 12 in.). Paper is the best ledger obtainable; ruling and printing the highest grade of work. The binding is the *best*, broad vellum bands, extra strong sewing, selected leather, gold fillets, etc., and extra durable patent back. To match sets, any other style bound promptly to order from sheets. Morocco has proved so much more durable that we catalog and recommend only that binding.

All these books have prefixed a descriptive and explanatory preface, with a full code of detailed rules for entering all kinds of books, maps, works of art, etc.

PRICES.

31a 1.	2,000 lines, half turkey morocco, with rules	\$3.75
31a 2.	5,000 " " " " " "	8.00
31a 3.	10,000 " " " " " "	13.00
31a 4.	1,000 " press-board covers " "	1.25
31a 5.	Unbound sheets, per 1,000 lines	1.00

Both A. L. A. Standard and the Condensed Accession Book are half numbered, that is with the units and tens printed consecutively thruout the book, without charge. Complete figures are obtained by prefixing the 100s and 1,000s, in ink or by numbering machine, at every fifth or tenth line, which are heavy guide lines across the double page. These can be read quicker than complete consecutive numbers, as the eye catches the prefixed figures and reads the remaining 2 at a glance.

We complete these numbers at 30c. per 1,000; i. e. it adds \$1.50 to the cost of a 5,000-line book to have the numbers 1-5,000 or 5,001-10,000 printed in, but it saves more than this in looks and legibility. This is one half the cost of full numbering, and vastly easier to read. No charge for lettering the name of the library on the binding.

Steel ledger clip for opening at exact place, saving much

wear from handling	\$.50
Box-wood A. L. A. Size Rule (see 29s2 L. B. Catalog)	.20
Cole Size Card, (see 29s1 L. B. Catalog)	.25
Heavy slip covers, fitted to any size, duck	1.25
" " " " leather	3.00

31a35 Accession book cabinet. An oak case for 5 accession books of 10,000 lines. Made with 5 shelves, so that each book may rest on its side. Each shelf is fitted with 5 patent rolls, which save the wear on the binding. Price, \$9.50. Door and lock, \$3.50 extra. Cherry, walnut or mahogany to order.

31b. Condensed Accession Book. Intended for use in private libraries, where it was found desirable to keep some record of the growth, source, and cost of the collection; it has grown into quite a formidable rival of the A. L. A. Standard among public libraries. The headings are given as on the larger book, but as the

page is narrower, the columns are narrower, hence the term condensed. The numbers are printed 25 on a page in series of 100, at the same cost as in A. L. A. Standard, printed with the last two figures without charge. The book is uniform in size and binding with the L. B. BINDING BOOK and ORDER BOOK, the page being 20x25 cm (8x10 in.). The paper and binding are of the same quality as in the A. L. A. Accession Book.

31b 1.	2,000 lines, half turkey morocco, with rules, etc.,	\$3.00
31b 2.	5,000 " " " " "	5.00
31b 4.	1,000 " press-board covers, " "	1.00

Same without Preface and Rules.

31b 5.	Unbound sheets, per 100 lines	.06
31b 6.	200 lines, light board covers	.20
31b 7.	500 " " " " " "	.40
31b 8.	1,000 " " " " " "	.75
31b 9.	2,000 " blank-book binding	1.50

These sheets and cheaply bound thin books are found of the utmost practical convenience for all lists of books. The columns allow adding any item when found, and "Price" and "Net cost" columns greatly simplify bills and checking. The low price admits free use. Once adopted no committee or librarian will be willing to spare them.

Published only by Library Bureau, 146 Franklin St. (P. O. Box 260), Boston.

Shelf List.

Its importance and usefulness are illustrated by the following excerpts from an editorial in vol. 1, *Library Notes* :—

"Once each year the librarian reads the shelves with this list. As the two correspond, he has only to look at the book number and number of volumes, and identify each in its place on the shelves, or if any are missing, to record them. From this missing list he crosses those found to be properly charged or at the binders or satisfactorily accounted for, and the remainder is the annual list of books missing. By prompt attention it is often practicable to recover missing books, and no competent and faithful librarian will fail to have a careful inventory of the property committed to his charge made in this way each year. The objection to the ordinary blank book for this list is the impossibility of foretelling how rapidly subjects will be filled and the consequent certainty that, however carefully the pages may be assigned to the various subjects, the scheme will by and by break down and necessitate recopying the entire work. With the laced shelf sheets, whenever any page is filled a blank sheet is inserted, the proper order is perfectly maintained, and recopying is avoided. If, as often happens, in the constant handling of the list during the inventory, a sheet is torn or soiled

that single sheet can be replaced with a fresh one with trifling labor. The shelf list thus combines the advantages of the book and card forms, being kept in perfect order and capable of expansion and replacement quickly and cheaply as need may arise, and yet being handled and turned through the fingers as readily as an ordinary book.

. . . As the great majority of libraries are arranged with more or less minuteness according to subjects, in the same proportion the shelf list is practically a subject catalog in book form and in practice is constantly referred to by those who have access to it. While its real purpose is for inventory, it is hardly less important in many cases as a guide to subjects; and, if one chooses to insert cross references and notes in a different colored ink, it can be made an admirable help to readers wherever books are closely classified by any of the relative systems."

311. Shelf List. This is a brief inventory of everything on the library shelves, and is simply indispensable. It is the guide in all examinations, serves to keep books in proper place, shows any absences, and is a check on theft as well as misplacement.

As the books are shelved by subjects, the Shelf List is a brief Subject Catalog, and in use is found of the *greatest practical value*. While it may be made in various forms and sizes, that recommended by the Am. Library Association has been found most convenient, and is largely taking the place of other forms. It is 20 x 25 cm (8 x 10 in.), ruled with a double head line and 25 cross lines, so that each sheet holds on the two pages 50 books. Columns are ruled for Book No. (2 cm), Accession No. (3 cm), Vol. No. (1 cm), Author (4 cm), and brief title (9 cm), with 1 cm margin for binding.

As the Shelf List is in all systems most liable to be altered or worn out, it is very undesirable to bind it in the usual way; and the Shelf Binder has proved a useful invention for binding quickly, strongly, and yet so that any needed changes can be easily made. The sheets are all perforated exactly alike by machinery, and thru these holes the binding cord or flexible steel is passed. The volume may contain from 1 to 200 sheets, is as strong and convenient as an ordinary book, and yet in a moment any sheet may be removed or a new one inserted without injury. The great practical convenience of this system of perforated sheets and shelf binders has led to its wide adoption for a great many other uses. We now make in various sizes, rulings, and qualities for many other purposes. For the Shelf List proper, however, the standard 20 x 25 cm size is so much used that it only is kept in full stock ready ruled and printed with the proper heads.

These sheets, 20 x 25 cm (8 x 10 in.), are ruled from the best linen ledger paper (1125, see No. 53), and punched with two holes, 15 cm apart, to fit the Shelf List Binder, and with printed headings are 75c. per 100; 60c. per 100 without. Special Binder, \$1.10.

To match old style of binders or any variation from this standard punching or ruling, send sample sheet with order.

Shelf List Binders. The C. S., Emerson, Universal and Spring-back are made in an extra strong and durable binder to fit and specially for, these sheets.

The C. S. and Spring-back (the latter binds without perforating) have the largest use for this special purpose.

Price, any style of binder named above, \$1.10 each.

31j. New York Shelf List. The only objection to the Standard A. L. A. Shelf List is that in close classification, either so many sheets must be used as to make the Shelf List bulky, or, if more than one subject is put on the same sheet, it sooner or later fills up, and has to be recopied. This has led to the adoption by the New York State Library, whose director was the original deviser of the standard sheet, which has come into such extensive use, of what we call the New York Shelf Sheet. This gives a line 25 cm instead of 20 cm long, with extra space for author, title, and numbers; but the other way, instead of 25 cm it is only 10. These sheets laced into binder make a Shelf List like a pocket check book. It handles easily, and the sheets, being so small, one can be afforded for every topic, even in the closest classification, thus avoiding needless recopying. This form was unanimously adopted by the Faculty of the Library School, as best for the New York State Library, where books are closely classed on the shelves. Price, per 100 sheets, linen ledger paper 25 x 10 cm, ruled, printed, and punched, 50c.

Special one-half morocco binder, to fit in the C. S. style or Spring-back, 90c.

32l. Shelf list cards. By using cards the entries of new books added can be inserted in the exact place, and recopying is no longer necessary. 32l cards in white or colors are the *most desirable* in size and weight. Price, \$1.60 per 1,000.

31r. Day and Serial Blanks. The Day Blank is ruled and printed to give a blank space for every day in the year. The months are printed at the top of the columns, and the days at the left, with lines at side and bottom for footings and notes. Ruled and printed on both sides and punched for the L. B. Shelf Binder. Another style is printed with columns for half yearly and yearly summaries. The Serial Blank has columns and headings for title, list price, cost, date of order, and from whom. This used with Day Blanks on either side makes a record for 64 serials for two years. The Day Blank is much used for statistics, etc.

Price per ten for either day or serial blanks: ledger paper, 25c.; bristol, 30c.; by the 100, 20 per cent discount.

L. B. Order Books, Sheets and Slips. [See No. 35u and 35v for description and prices of Slips and Sheets.] These have been perfected with great care, and together make an ideal order system. Each of the three parts is used largely by itself, and in combination, for various purposes. The most approved plan is to use the Slips for recommendation blanks, to submit these to the committee, and to copy in the Order Book those voted, and then to arrange these with the other unfilled orders in the alphabetical Order Index. When an order is to be sent, the List in the Order Book is copied on an Order Sheet which is an exact duplicate in size, headings, numbers, etc., and this goes to the agent. All correspondence, reports, bills, etc., fully identify the exact item by simply giving the consecutive number which is on Slip, Book, Sheet, and, when they come, on book and bill. The Index shows at a glance if any book is ordered. The Book preserves, without danger of loss or disarrangement, the complete list in chronological order. The file of slips of books received tells price, date, agent, person recommending, etc.; in short, in practice this system is found to answer all the questions in the cheapest and most direct way. Samples of Slips and Sheet will be sent libraries wishing to consider the adoption of the system.

31u. L. B. Order Book. An essential part of the order system. In best Turkey morocco binding, linen ledger paper, and corresponds in quality and rulings to the condensed Accession Book (see No. 31b). It has special columns and printed headings for Order No., Author, Title, Place, Publisher, Year, Vol., Size, Binding, Agent or Book-seller, List-price, Net-price, Date Rec'd, Date Ordered, Remarks, etc. It is so arranged as to record with the least labor all the items about each book bo't, and becomes one of the most important record books in the library. See Order Slip and Sheet No. 35u and 35v. Printed with "half numbers" on each line free; fully numbered, 30c. per 1,000 lines extra.

PRICE

31u1.	2,000 lines, ½ Turkey morocco binding	\$2.50
31u2.	5,000 " " " " " "	4.50

31v. Register of borrowers. Uniform with Order and Binding Books, ruled and printed with headings for no., name, and residence, and half printed numbers at the left-hand margin of the 25 lines to each page.

For recording borrowers' names and assigning them numbers in accession order, which numbers are used on borrowers' cards and in charging loans. **31v1.** 1,000 line register, ½ russia, \$1.25. **31v2.** 2,000 line register, ½ morocco, \$2.50.

31x. Binding Book. For recording in consecutive order the volumes sent to the bindery, and assigning the binding number. This order to the binder is made on an L. B. Binding Slip (see 35x) for each volume, and is a copy of the one-line entry in this book. Made on linen ledger paper, with special rulings and headings for Binding No., Lettering, Material, Color, Size, Vols., Price, Total Price, Library No., Date sent, Date returned, Binder, and Remarks.

31x1.	1,000 line, press board covers		\$.75
31x2.	2,000 " ½ Turkey morocco		2.50
31x3.	5,000 " " " "		4.50

Sole makers, Library Bureau, 146 Franklin St., Boston.

32 and 33. Catalog Cards. The importance of having these of good material to withstand wear and give the best possible surface for writing and erasure, and the still greater necessity that they be made with the utmost nicety, is explained in their description under Card Index Outfits. (No. 22, p. 34 to 37.) We cannot urge these points too strongly, even tho an inferior stock be used for cards not often consulted.

If cheaper cards are wanted, there is the same reason for buying of the Bureau as in the higher grades. All of our cards, of whatever grade, have the same exactness in ruling, cutting, and punching. This result can only be obtained by methods and machinery devised by us for this special purpose.

No. 22 describes only standard cards suited for outfits. Here under their individual catalog numbers are other grades and forms for which we have found need during 15 years. Any other size of ruling or printing will be made to order. Samples on application.

d. A good writing paper used mostly for printers' copy or temporary indexes. Not strong enough for permanent use, nor thick enough to be consulted easily. Colors, white, buff, blue, and salmon.

h. The heavy linen ledger used for library blanks and books. Much used in private lists, or where economy of space is necessary. An excellent surface for writing, but too thin for quick handling. Made in white only.

Price, per 1,000

	d	h
No. 32, 5 x 12½ cm. (2 x 5 in.), ruled and punched	\$.75	\$.90
No. 33, 7½ x 12½ cm. (3 x 5 in.), " " "	1.00	1.25

Same, unruled and unpunched

	d	h		d	h
No. 32,	.45	.70	No. 33,	.60	.90

See p. 34 to 37 for description and list of L. B. Standard Cards in connection with Card Index Outfits, instead of here in the numerical order of catalog.

Beside the standard cards cataloged above, we have forms for special uses, as shown in the Library School Card Catalog Rules. They are a material aid in quick reference to desired matter in the library catalog, indicating, both by printing and color of card, the nature of the entry. We commend these to all seeking the most useful catalogs. Rules for sample cards illustrating their use are in the Library School Catalog Rules. (See No. 13, p. 12.)

33m1. Biography cross reference cards, printed as below on *green bristol*, matching "1" stock, ruled with standard ruling. Price, \$2.25 per 1,000.

	For valuable matter bearing on this subject see Biography of	
Among other lives	note specially:—	
Call number	Life of	By

33m1. Same as 32m1, 33 size. \$3.00 per 1,000.

32m2. Criticism card. Printed on "1" buff, with heading, "For criticism of." Price, \$2.25 per 1,000.

33m2. Same on the larger card, \$3.00.

32m3. Biography card. With heading printed on *green bristol*, "For biography of." Price, \$2.25 per 1,000.

33m3. Same as 32m3 on the larger card. Price, \$3.00 per 1,000.

32m4. Bibliography card. Printed on "1" *blue*, "For bibliography of." Price, \$2.25 per 1,000.

33m4. Same as 32m3 in the larger size. Price, \$3.00 per 1,000.

All the above cards are ruled and punched, as shown in diagram on p. 35. Samples sent on application.

33m5. Arrangement cards are cut 8 cm wide to project $\frac{1}{2}$ cm above the others. Plain white bristol printed with the following note:—

Cards on this subject stand in this order:— Bibliographical (blue cards); Biographical (green); General works (white); Special topics (white); alphabeted by words on top line, in red ink, as follows:—

Price, \$4.00 per 1,000.

33m6. Best books card. As below, printed on plain blue bristol, cut to stand 2 mm. above the others, so the eye recognizes them without turning. \$2.50 per 1,000.

For popular treatises see :—

For scholarly or exhaustive treatises see :—



Revised

33m7. Removal cards. Price, \$4.00 per 1,000.

Cards have been temporarily removed from this place for correction or additions by the catalogers. They will be replaced as soon as done. If needed before, they can be had by applying to

Published by Library Bureau, 146 Franklin St., Boston. Publishers and Manufacturers of Fittings and Supplies for Public and Private Libraries.

Size, 8 x 12½ cm.



32m7. Same as 33m7 on smaller card. Price, \$3.00 per 1,000.

Price, No. 35u L. B. Order Slip, \$2.00 per 1,000. Discount 10 per cent on 5,000, and 20 per cent on 10,000 in one order.

Library No.	Author's surname, followed by given names or initials					WRITE LEGIBLY
Order No.	Title					
Ordered						
Of						
Received	Edition	Place	Publisher			
Cost	Year	No. of Vols.	Size	Total Price	NOT in great need	
Charged to	NOT in haste					
Approved	I recommend the above for the library. Notice of receipt is NOT asked.					
	Signature					
Not now ordered	Address					
Not in library	Fill above fully as possible. Cross out NOT, if notice is wanted, if in great need or special haste. Put a ? before items of which you are not sure. Give reasons for recommending ON THE BACK.					

The above is the face of the L. B. Order Slip. On the back the space is left blank for notes, except the fine type below:—

Brief reasons for recommending are specially esteemed. Last or best edition is understood if none is specified. At least indicate whether published here or abroad. Give your idea of price, with a ? before it if only an estimate. Do not put dashes or "Don't know" in spaces you cannot fill, but leave for others to fill. Write legibly. Careless writing or incorrect or insufficient data may delay or prevent ordering or finding, or may result in getting a wrong book. First see whether we have the book. If a duplicate is wanted, clearly indicate why needed. If others wish the same book it will increase its claims for approval if they add their signatures. Foreign books, ordered from abroad to save 25 per cent duty, arrive in 6 to 8 weeks. "Out of print" books often require much time to find.

Published by LIBRARY BUREAU, 146 Franklin St., Boston.

35z. Sale Duplicate Slip.

Case	Author					SALE DUPLICATE	
	Title						
Accession No.							
Date added							
Date sold							
For \$	Edition	Place	Publisher				
books or cash	Year	No. of Vols. or Pages	Size	List Price	Offered for		
To							
	BINDING		CONDITION		This book has no OWNERSHIP MARK* except		
			2 Poor		Bookplate		
			4 Fair		Written name		
			6 Good		Embossing stamp		
			8 Perfect		Ink Stamp		
RETURN THIS PROMPTLY TO							

Like the Order Slip, it gives a blank for every detail. Used in offering duplicates to other libraries, for sale or exchange, insuring a complete statement concerning each book. Samples on application. Price, \$2.00 per 1,000.

35x. L. B. Binding Slips. Standard blue slips 7½ x 12½ cm. On the back the panels of the book are ruled off, and the exact lettering, arranged as wanted, is written or lettered in by the librarian. On the

other side directions are explicitly given by marking circles round the color, leather, size, etc., wanted. Space is given for added special directions below. The price per volume, and total, guard against mistakes, and the number refers to the Binding Book, where, in proper column, all these facts are recorded. This slip projects from each book (or first volume of each set) when sent to the binder, and stays in it till the book is done, so that no workman has any excuse for mistakes, complete directions being before him constantly. This has proved both to librarian and binder a most satisfactory Blank.

Price, No. 35x, L. B.

Binding No.						
Volumes		at	Total Price			
Color						
1. Light Brown	4. Red	8. Dark Green				
2. Dark Brown	5. Maroon	91. Light Blue				
3. Black	6. Olive	92. Yellow				
39. Dark Blue	7. Light Green	93-99. Light Drab				
Style						
$\frac{1}{2}$ Goat	$\frac{1}{2}$ Roan	$\frac{1}{2}$ Skiver				
Size						
With outside heights in centimeters.						
T	S	D	O	Q	F	F ⁴
15	17 $\frac{1}{2}$	20	25	30	35	40

Follow exactly arrangement of lines, punctuation, lettering, as on back of this slip, and general directions as sent in writing.

Binding Slip, 25c. per 100 ; \$2.00 per 1,000.

35y. L. B. Binding Sheet. These, like the Order Sheets, are the unbound sheets of the Binding Book. (See No. 31x.) For use in sending to the binder instead of the Binding Slips, if preferred, or for the use of individuals who, not caring for a bound book, use the loose sheets instead.

Price, 35¢, Binding Sheets, on ledger paper, per 100, \$2.50.

35v. L. B. Order Sheet. This is 25 x 40 cm, an exact duplicate of the sheets bound up in the Order Book (31u), except on thinner paper, printed only on one side. Used to forward to the agent exact copies of the Order Book. A sheet partly filled is cut on the line, and the next list sent begins where the last ended. Thus the agent, keeping his Order sheets in a binder or scrap book, has a duplicate Order Book.

Price, No. 35v, thin paper, printed one side, per 100, \$1.50; No. 35w, ledger paper, printed both sides, per 100, \$2.50.

36a-b. Book Covers. It is conceded by the majority of lending libraries that the advantages of using covers for books in circulation are not sufficient to compensate for their cost. There are some, particularly among the older libraries, who do not accept this view, but follow the custom established with their library of covering all books circulated out of the building. For these and for the smaller, individual use, we offer the following:—

36a. Adjustable Book Cover. Made of manilla paper in 4 pieces, ready gummed, which can be adjusted to any book.

Size A fits 18mo to 12mo	\$1.50 per 100
B " large 8vo	2.00 "
C " geographies or 4to	3.00 "

36b. One Piece Cover. Made of strong manilla, self-sealing, and easily adjusted. Can be changed from one book to another of the same size.

Size A fits 32mo-8vo	\$1.75 per 100
B " large 8vo	2.25 "
C " geographies	3.25 "

We also offer plain paper cut in sizes to order. Discount for large quantity.

37a-d. Printed Shelf Labels. These are mainly the headings of the Decimal Classification, printed on small cards, fitting the movable L. B. Shelf Label Holders (No. 29u). The principal topics or main divisions are printed on 2 x 12½ cm cards, the subdivisions on 2 x 5 cm. Four series are offered:—

37a. Set of 100, covering the D. C. "Divisions," the 10 "classes" being made distinctive by the use of blue ink. Price, \$2.00 for the set.

37b 800 most used headings of the "1,000 sections" of the D. C., thus,—

942 HISTORY. Europe. ENGLAND.

Price for the set, \$10.00.

37c. 520 labels, 2 x 5 cm, covering subdivisions of the 1,000 sections of the D. C., that are often large enough to require marking.

942.02 ENGLAND
NORMAN

Price per set, \$6.00.

37d. Beside the D. C. labels above, we have printed a miscellaneous list of 65, that finds acceptance in every library, whether classed on the decimal system or not. They cover names of all the states and territories, days of the week, and the following:—

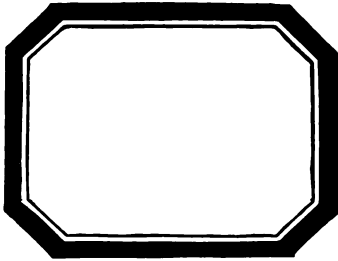
Accession,
Bindery,
Classify,

Card,
Do not Handle,
Duplicates,

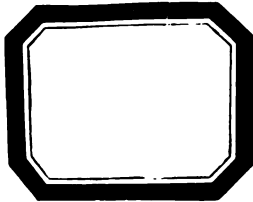
Private Books,
Revise,
Reserved.

Price per set, 50c.

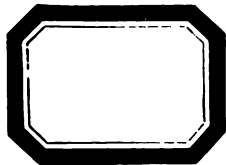
Any or all of these sets will be mailed for examination to any library. Selections may be made from any set at 3c. each label.



37g.



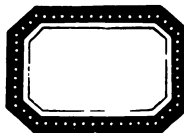
37h.



37i.

37g-j. Gummed Labels. For numbering backs of books with class and book number. These afford the cheapest and most effective means of marking the backs of books, except for a binder to letter direct on the binding. The adhesive quality of these labels is the best known. Printed with red border, or perfectly plain.

Put up in cartons of 12 small boxes, 75c. per carton, 10c. per small box. In bulk, 5,000 in a box, price:



37j.

37g.	\$2.50	per box.
37h.	2.25	" "
37i.	2.00	" "
37j.	1.75	" "

**38a. Brass Letters and Num-**

bers. Used in marking sections, cases, alcoves, localities in a room, etc., thus greatly facilitating reference to place.

Handsomely finished in polished lacquered brass, the edges beveled and finished like face instead of rough edge, as usually made. On the wall they present and retain an ornamental appearance, quite different from the soiled, botchy look that



printed or painted numbers rapidly assume.

A discount of 20 per cent is allowed on 20 or more.

1½ cm (½ in.) in high,	8c. each.	5 cm (2 in.) in high,	25c. each.
2½ " (1 in.) "	10c. "	7½ " (3 in.) "	35c. "
4 " (1½ in.) "	15c. "	10 " (4 in.) "	40c. "

38b. Van Everen Library Numbers. Perforated and gummed like postage stamps; a very satisfactory device for numbering the backs of books. The larger size of numbers can be used to advantage, with a label, for numbering the shelves or the classes.

6245 38b1. Numbers of this size are printed one hundred on a sheet, from 1 to 10,000. Any sheet may be ordered at 5c. per sheet; also sheet of six alphabets, 3c. Each number of this size from number 1 to 1,000 is also sold separately; that is, 100 of each number put up in small envelopes. By this plan 100 of number 1, or any other number from 1 to 1,000, can be supplied at 10c. per 100. For a large quantity, the price is much less.

252 H 38b2. Three-eighths figure printed one hundred on a sheet from 1 to 5,000. For numbers below 2,000 this is the most convenient size. Price, 5c. per 100 numbers. Sheet of four alphabets, 3c.

285 B 38b3. Half-inch figure from 1 to 5,000, black. Price, 10c. per 100 numbers. Sheet of two alphabets, 3c.

325 21 38b4. Three quarter-inch figures from 1 to 1,000. Price, 10c. per 100 numbers.

121 38b5. Inch figure from 1 to 500. Price, 20c. per 100. Alphabets, 3c. each. **S**

39a. Adhesive Paper. For mending torn leaves, bank bills, engravings, maps, letters, manuscripts, or strengthening weak places or wrinkles in paper. It is transparent, so that print can easily be read through it. Price, per package of 24 sheets, $3\frac{1}{2} \times 6\frac{1}{4}$ in., \$1.00; per 10 sheets, 9×14 in., \$1.00; 14×18 in., 1.75; 19×29 in., \$3.00.

39b. Adhesive Cloth. For repairing backs of books and covers, worn music, etc. Price, \$1.50 per square yard.

39c. Card Pockets. Nearly all libraries now use a reader's card, which is taken with his book to tell on what date it must be returned. Many have also blanks on which numbers of the books wanted are written. If cards be kept for each book recording its whereabouts and circulation, they are kept in the pockets while the book is in the library. Libraries that use both the book and reader's cards, as many are coming to, keep the book card in the pocket when the book is in the library, and the reader's card in the pocket when the book is out, thus keeping the pocket in constant use. Others have a system under which the pocket is used for two cards at once. Others use it to hold a card giving date when the book becomes finable. Readers often use it to slip in notes and references made while reading.



39c1. The Acme Pocket is made of strong manila, cut with a peculiar die so that the cards can be put in and taken out with the greatest rapidity, and yet are firmly held. On the surface is printed the rules of the library. Use has proved its real economy.

PRICES

Printed with the rules of the library without extra charge, \$4.00 per thousand; discount of 10 per cent on 3,000; 20 per cent on 5,000; 25 per cent on 10,000; 30 per cent on 20,000.

39c2. CC Pockets. Much cheaper pocket than Acme, devised by the Boston Athenæum, and adopted, with some changes, by the Columbia College Library.

It is made of very strong thin linen paper. Three sides are folded over a thick card, enough larger to insure an easy insertion of the card desired, and the three edges formed by the fold are pasted on enough below the top edge of the book so that the card projects $\frac{1}{2}$ cm above the outside. Price per 1,000, \$2.25. Cut to correct size unfolded, 75c. per 1,000.

THE *Library* BINDER

For Novels, Pamphlets, Magazines, etc., and especially adapted to Circulating Libraries.

DIRECTION—The slides are inserted in the back of the book, and the binder is closed with the "Pierce" without a back (especially recommended for the "Pierce" binder).

DIRECTION—The slides are inserted in the back of the book, and the binder is closed with the "Pierce" without a back (especially recommended for the "Pierce" binder).

book sides on the eyelet holes in the Binder, and to connect the binder with the book, and to the bottom of the end of book and forth to the bottom, and the tightly secured in a drop of *Marble*.

PRICE LIST—Quality—Binders' Cloth and Marble Paper.

SIZE.		ADAPTED TO		Price
A	4x6	16 mo.	Harpur's Gr & L	20
B	4x8	10 mo.	Dickens's Gr & L	20
C	5x8	7	12 mo.	20
D	5x8	8 1/2	12 mo.	20
E	6x8	8 1/2	12 mo.	20
F	6x8	9	12 mo.	20
G	6x8	9 1/2	12 mo.	20
H	6x8	9 1/2	12 mo.	20
I	6x8	9 1/2	12 mo.	20
J	6x8	9 1/2	12 mo.	20
K	6x8	9 1/2	12 mo.	20
L	6x8	9 1/2	12 mo.	20
M	6x8	9 1/2	12 mo.	20
N	6x8	9 1/2	12 mo.	20
O	6x8	9 1/2	12 mo.	20
P	6x8	9 1/2	12 mo.	20
Q	6x8	9 1/2	12 mo.	20
R	6x8	9 1/2	12 mo.	20
S	6x8	9 1/2	12 mo.	20
T	6x8	9 1/2	12 mo.	20
U	6x8	9 1/2	12 mo.	20
V	6x8	9 1/2	12 mo.	20
W	6x8	9 1/2	12 mo.	20
X	6x8	9 1/2	12 mo.	20
Y	6x8	9 1/2	12 mo.	20
Z	6x8	9 1/2	12 mo.	20

LIBRARY BUREAU,

Address all Orders 146 Franklin St., Boston.



42a. Common Sense Binder. This candidate for first place has made friends wherever tried, and grown into very large use with unexampled rapidity. After long experience we commend it highly. Two metal strips, hinges, or stubs make a vise in which pamphlets or papers are clamped by flexible, flat, steel fasteners, attached to the right-hand stub, as securely as if bound. This fastener is stiff enough to perforate thin pamphlets without previous punching, so flexible that it can be bent at any point with the fingers, and so strong that it may be bent back and forth in constant use for many years without breaking. It breaks less often than any other device, and can be replaced as quickly as a common cord. We guarantee against breaking, and supply new fasteners free. This fastener is passed through the papers between the stubs, which are held firmly together till it is bent over as close as possible, thus clamping them together. The free end of the fastener is then protected by sliding the brass clasp over it, as shown in the cut. The binder is simple, durable, and common sense.

The steel fastener cannot stretch, thus cutting the papers by a saw-like action. They clamp by a right-angle bend in the steel, and so cannot slip in fastening, or work loose in use. The quickness of the operation allows frequent removal of any paper, piece of music, etc., often a great convenience when a single sheet is wanted and a whole volume cannot be carried.

Beside the styles and sizes kept constantly in stock, we make any size or material promptly to order.

In ordering from the following sizes, allow $\frac{1}{2}$ cm margin all round; i. e. order a binder 1 cm ($\frac{3}{8}$ in.) longer and $\frac{1}{2}$ cm ($\frac{3}{16}$ in.) wider than paper.

The price of special sizes may be obtained by adding height and width and multiplying by .02 for cloth, .03 for half russia, per centimeter, or .06 for cloth, .09 for half russia, per inch.

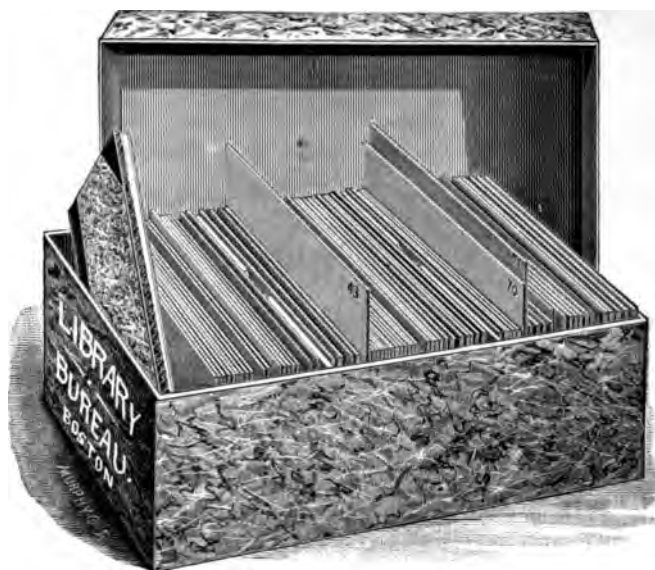
PRICE LIST OF COMMON-SENSE BINDERS

No.	Size—Centimeters	Size—Inches	Full Cloth	Half Russia
42a1.	14 x 21½	5½ x 8½	\$.60	\$.90
a2.	15 x 24	6 x 9½	.65	1.00
a3.	16 x 25	6¼ x 9¾	.70	1.05
a4.	16½ x 26	6½ x 10¼	.70	1.10
a5.	18½ x 27	7¼ x 10¾	.75	1.10
a6.	19½ x 26½	7¾ x 10½	.80	1.10
a7.	20½ x 26	8½ x 10¼ in half morocco only.....		1.10
a8.	21 x 27	8¼ x 10¾	.85	1.15
a9.	19½ x 29	7¾ x 11½	.85	1.15
a10.	21 x 30	8¼ x 11¾	.85	1.20
a11.	22 x 31	8¾ x 12¼	.90	1.25
a12.	23 x 30½	9 x 12	.95	1.30
a13.	25½ x 30½	10 x 12	1.00	1.35
a14.	24 x 32	9½ x 12½	1.00	1.35
a15.	23½ x 34½	9¼ x 13¼	1.05	1.40
a16.	25½ x 33½	10 x 13¼	1.10	1.45
a17.	26½ x 36	10¼ x 14¼	1.15	1.50
a18.	27 x 37	10¾ x 14½	1.20	1.55
a19.	27 x 37	10¾ x 14½ for music.....	1.25	1.60
a20.	28 x 40½	11 x 16	1.35	1.70
a21.	29 x 42	11½ x 16½	1.45	1.85
a22.	30½ x 44	12 x 17¼	1.50	2.00
a23.	32½ x 45½	12¾ x 18	1.75	2.25
a24.	34 x 49½	13½ x 19½	1.85	2.40
a25.	38 x 56	15 x 22	2.00	2.50
a26.	42 x 61	16½ x 24	2.25	2.80
a27.	47½ x 63½	18¾ x 25	2.50	3.00

Address all orders to Library Bureau, 146 Franklin St. (P. O. Box 260), Boston.

44i. L. B. Scrap Book. One hundred manilla sheets with guards, laced in a Common Sense Binder. On these sheets the scraps may be pasted, and by the insertion of new sheets the clippings on any subject can always be kept together. These manilla sheets and shelf binders make the most practical scrap book yet invented, combining in the fullest degree the merits of the old system of pasting on a large flat sheet, for easy reading, with the greater advantage of constant classification, power of revision, and easy consultation.

Price, half morocco, Binder and 100 manilla sheets with guards, \$1.50. The manilla scrap sheets can be had, cut and punched to same standard, 25c. per 100.



44a. The L. B. Scrap Box. One hundred manilla pocket-books arranged in a heavy case, alfabetically or by subject numbers, thus being their own index. With it scraps may be classed by any system and found again at once. Not being pasted, any can be taken out for use, to replace by better copies, or to throw away after their season of interest has passed. This system has great advantage over any method of pasting. The subject is entered on the pocket and in the index. Any illustrations or notes, as thought of, heard or clipped from papers, are added. All being unpasted can be arranged or re-arranged for any purpose, and in making up sermons, articles, etc., those parts needed can be used without copying. A thin book index serves for analysis and extra cross references beyond those on the pockets. This box holds twice as many scraps as Breed's Book, looks neatly on the shelf, and allows any one subject pocket to be taken away when wanted without taking the other 99. Numbers, letters, months and days on ready-gummed slips like p. o. stamps and a book-index go free with the L. B. Scrap Box. Price \$2.50.



44b. Breed's Portfolio Scrap Book. A series of 50 very strong manilla pockets, 15 x 23 cm (6 x 9 in.), firmly bound in red or black leather, making a handsome octavo volume. The material can be arranged alphabetically, as there is an alphabetical index in the front; or, as the envelopes are numbered, the notes and clippings can be easily classed according to the Decimal Classification, which is coming into such extensive use for this purpose. (See No. 12 L. B. Catalog.) The pockets are all provided with tucks, so that it is impossible for the clippings to fall out and get lost, even tho the book should be dropped on the floor. The binding is first-class, and well calculated to endure constant handling. The numerous guards in the volume leave plenty of room for expansion without straining the back, breaking the sewing, or warping the covers. This has many of the advantages of the Utility Scrap Book and L. B. Scrap Box, and can be placed on the shelf with the other books of the library. Price, half russia, \$3.00.



44u. Utility Scrap Book. A series of strong manilla pockets, lettered and bound, with space for expansion between each group of five pockets, which, lettered with the vowels *a, e, i, o, u*, make in all 120 pockets. The scrap or note is placed on the page of the initial letter of its subject and in the pocket of the first vowel in the subject; i. e. a scrap on "Character" goes on page C, in pocket *a*; on "Music" in pocket *u* of page M. The pages lie close together when empty. The book expands as more space is needed, and its capacity is five or six times that of an ordinary scrap book of the same size.

No paste, mucilage, strings, springs, or pins are used. The whole col-

lection is instantly self-indexed under subject, and ready for reference. All scraps are simply laid loosely in their proper compartment, and any individual clipping can be taken out and used without affecting the classification of the rest.

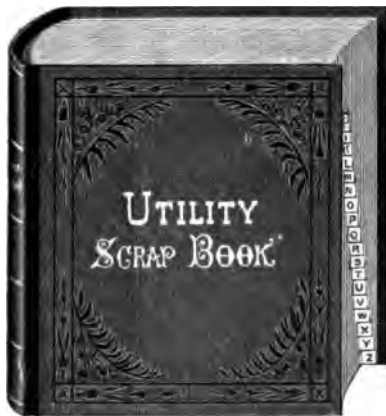
The Utility is at once an index rerum and commonplace book. Write abstracts or quotations on slips with references to volume and page. Thus an account is kept of what is serviceable in one's reading.

If items on one subject accumulate, file away in a large envelope, and refer to it in the scrap book; this makes needed room and keeps track of all accumulated matter.

Both sides of printed sheets are preserved. Fold long articles to the length of 20 cm (8 in.), to fit the pocket.

When the book is full it is a valuable cyclopædia of those things in which the collector is chiefly interested. Another copy is started for current collections; or the matter may be taken out of the first and filed in envelopes, and the same scrap book used to collect a new supply.

Price, handsomely bound in half leather **\$2.00**





45a. Clacher Patent Pamflet Box. By far the best and most durable case for filing safely, conveniently, and cheaply all pamphlets, periodicals, music, or any papers that need to be kept for quick reference, free from dust, wear, and injury. It is a handsome, strong wooden box with marbled sides and top, and cloth back with gold lines.

A strong concealed spring hinge of the best English wire automatically shuts and holds the cover dust tight. In use the ordinary case must be taken from the shelf, the dusty cover taken off the top, and the contents emptied out to find what is wanted. It takes time, and stirs up dust and contents. With this box the back of the wooden "book" opens like a spring door, without latch or catch. A wooden slide in the bottom of the box acts as a car to carry the pamphlets. Drawn out it holds the spring door open during consultation, and the pressure of the finger on the slide replaces the contents and shuts the box again, all without removing the case from the shelf. There is no other device that keeps the contents so accessibly. Inside the door is a blank index, so arranged as to be written on conveniently, and in all details the box is all that could be desired. The following are always in stock; we make to order any other size or finish.

PRICE LIST

Dimensions given are Inside Measure									
No.	High.	Deep.	Thick.	Price.	No.	High.	Deep.	Thick.	Price.
a1. {	16 6¼	10½ 4½	5 cm. 2 in.	{ .50	a7. {	28 11	23 9	10 cm. 4 in.	{ .80
a2. {	21 8¼	13 5½	6.2 cm. 2½ in.	{ .55	a8. {	31 12¼	23 9	10 cm. 4 in.	{ .95
a3. {	23 9	15 6	7.5 cm. 3 in.	{ .60	a9. {	35 15	25 10	12 cm. 4¾ in.	{ 1.25
a4. {	23 9	17½ 7	7.5 cm. 3 in.	{ .65	a10.	Is a7 with 4 slides, and is the best dust-proof pigeon-hole case for bills, letters, etc.			
a5. {	25½ 10	17½ 7	8.8 cm. 3½ in.	{ .70		1.50			
a6. {	25½ 10	20½ 8	8.8 cm. 3½ in.	{ .75					

45m-o. C. C. Pamflet Cases. This series of manilla and wood are as much the best of all the cheap cases, as are the unequaled Clacher of the higher priced. When the latter cannot be afforded, some years'



trial in many different libraries has proved these the most perfect and economical device. Cost is so low that they can be used with great freedom.

These cases have solid tops, avoiding the injury to pamphlets and the extra dust and dirt of the open-end patterns. They have nothing to get out of order, being merely handsome cases open on the back. Standing on the shelves, this form is least exposed to dust; and, if the case be

pushed against the back of the shelf, it acts like a dust cover.

Made in all the standard sizes. Special sizes made promptly to order at proportionate rates. The regular stock is in different thicknesses: 1. The manilla case for a few thin pamphlets. 2. The half thickness. 3. The standard. This avoids the waste of shelf space and the crumpling down of the pamphlets occasioned where the thick cases must be used, tho there are few pamphlets on the subject. If the collection increase, it is very easy to replace either of the thinner cases with a thicker one, and change the labels, extra labels being furnished for this purpose.

Manilla C. C. Pamflet Cases. Made from heavy tag-board to take a few thin pamphlets.

45m. 1. Size 25 x 17.5 cm (10 x 7 in.). Price 3c.
45m. 2. " 31 x 20.5 " (12 x 8 "). " 4c.

Wood C. C. Pamflet Cases. Thoroughly seasoned stock, joined in the strongest way, all neatly covered with very durable marbled paper.

45-o 3. Size 25 x 17.5 x 3 cm (10 x 7 x 1¼ in.). Price . . . 15c.
45-o 4. " 25 x 17.5 x 6 " (10 x 7 x 2½ "). " . . . 20c.
45-o 5. " 25 x 17.5 x 10 " (10 x 7 x 4 "). " . . . 25c.
45-o 6. " 26 x 17.5 x 7 " (10¼ x 7 x 2¾ in.). " . . . 20c.
45-o 7. " 27.5 x 18.5 x 4.5 cm (11 x 7½ x 1¾ in.). Price . . . 20c.
45-o 8. " 27.5 x 18.5 x 7.5 " (11 x 7½ x 3 "). " . . . 25c.
45-o 8a. " 27.5 x 18.5 x 10 " (11 x 7½ x 4 "). " . . . 30c.
45-o 9. " 30 x 22.5 x 9 " (12 x 9 x 3½ "). " . . . 30c.
45-o 10. " 35 x 25 x 10.5 " (14 x 10 x 4¼ "). " . . . 35c.

A discount of 20 per cent on 10 or more cases.

These dimensions are all outside. The inside measures are approximately 1 cm less in the wood cases.

46a. Spring-back Binder. The papers or pamphlets are held firmly in a vise made by the steel cylinder spring back. No awl, needle, or string is used. The sides serve as levers to open this cylinder, which holds one sheet firmly or may be opened to hold a volume. The best device for keeping clean and in order any papers not to be mutilated by the needles of the ordinary binders.



This has led to a large use in reading-rooms for papers with double-page illustrations; there is no perforation or mutilation, and papers are preserved in a perfect condition for permanent binding. The chief advantage, however, is the ease and quickness with which papers can be taken out or inserted.

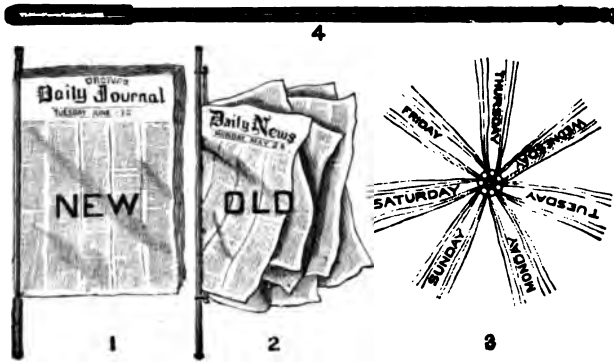
Also as a reading-case. The steel cylinder fits the hand and supports the pamphlet so it is vastly easier to hold while reading. The sides keep it flat and clean, and prevent the otherwise inevitable dogearing of the corners. It is the work of an instant only to put in or take out. Thus a magazine or part of a choice book appearing in numbers may be read by a whole family without hurting its appearance one fifth as much as would a single reader without the spring-back case.

All binders in list below have roan back and corners. We make promptly to order any other size or style of binding. In ordering sizes not on our list, give exact size of paper to be bound. For oblong books specify shape. Lettering title on front cover is at actual extra cost.

PRICE LIST

No.	To Fit Size in		Inches	For	Price
46a1	16	x 25	6¼ x 9¾	Atlantic, &c.	\$.90
a2	18½	x 27½	7¼ x 10¾	Harpers, Century, &c.	1.10
a3	19½	x 29	7¾ x 11½	Science, Medical Record, &c.	1.10
a4	20½	x 26	8⅞ x 10¼	Letter paper, Shelf Sheets, &c.,	1.10
a5	21	x 30	8¼ x 11¾	Franklin Square Library, &c.,	1.20
a6	23	x 30½	9 x 12	Punch, Fliegende Blatter, &c.	1.25
a7	23½	x 33½	9¼ x 13¼	Seaside Library, &c.	1.35
a8	24	x 31½	9½ x 12½	Nation Critic, &c.	1.35
a9	26½	x 36	10½ x 14¼	Cap papers	1.55
a10	27½	x 37	10¾ x 14½	Sheet Music	1.60
a11	29	x 42	11½ x 16½	Scien. Am., Youth's Comp., &c.	1.70
a12	30¼	x 44	12 x 17¼	Harper's Weekly, &c.	1.80
a13	32	x 45½	12¾ x 18	London News, Graphic, &c.	2.00

46n1. The Athenæum Newspaper File. The file consists of a centre stick, around which are arranged seven smaller sticks kept in place by the rubber handle at the bottom, and a common rubber umbrella



ring at the top. Each one of the smaller sticks binds the middle of each paper against the other sticks, holding it securely and keeping it separate from the other papers.

Fig. 1 represents this file filled

with papers. Fig. 2 shows about the usual condition of papers in many other styles of files in which pins or spurs are depended on for holding the papers in position. Fig. 3 is a diagram showing the end of the file and the group of seven small rods surrounding the central rod, each small rod holding one paper. Without threads, needles, spurs or metal strips this file binds securely, holds the papers consecutively, and is one of the simplest files manufactured.

No. 1, length, 48 in. to fit papers up to 38 in.

2, " 40 " " " 30 "

2½, " 36 " " " 26 "

3, " 32 " " " 22 "

PRICE PER TEN, \$6.00.

For racks see 78n.

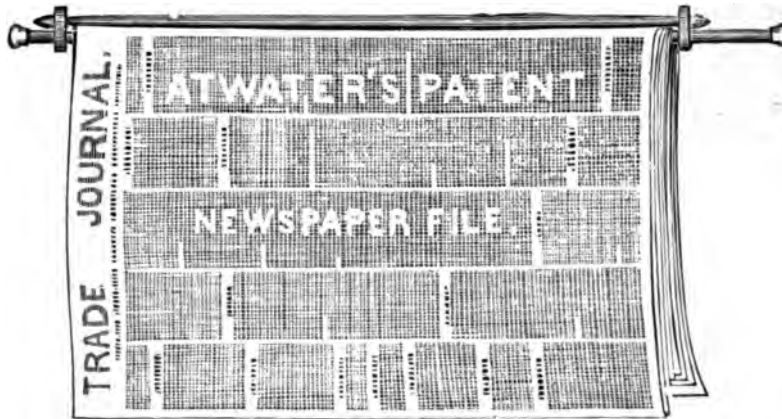


46n6. The Common Sense Newspaper Holder, constructed by attaching the steel fixtures of the Common Sense Binder to rods of the required length. It binds the pages of each paper in consecutive order; combines all the advantages of the binder; is simple, durable, and *common sense*, and is very widely used.

Sizes, 16, 18, 21, 24, 26, 28, 30, and 34 in.

PRICE PER TEN, \$6.00.

46n8. Atwater Newspaper Files. These have had a wider use among Y. M. C. A. reading-rooms, hotels, and club rooms than any other style, on account of the low price. It is simply two sticks held together by strong rubber rings, and in place, by two pins. The papers are astride the longer stick, and kept from slipping off by the pins and the second stick. A practical cheap file.



It does not file consecutively. Price per 10 :—

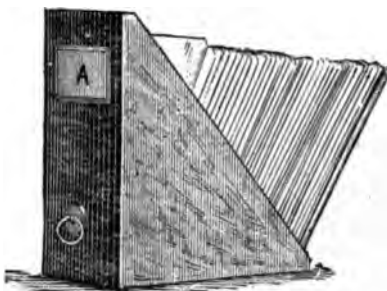
12, 14 and 16 inch between Bands	-	\$2.50
18, 20 " 22 " " "	-	3.00
24, 26 " 28 " " "	-	3.50
30, 32 " 34 " " "	-	4.00
36, 38 " 40 " " "	-	4.50

Address all orders to Library Bureau, 146 Franklin St., Boston.

For racks see 78n.

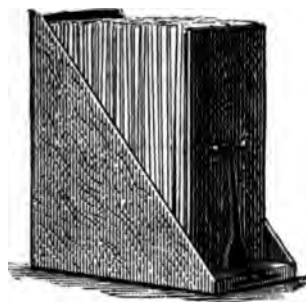
46x. Woodruff File Holder. Used in the government departments, in state, county and city, railroad and insurance offices, in banks, law offices, and by individuals, to file letters, vouchers, deeds, briefs, or other documents compactly for reference. For pamphlets they are an admirable device.

SAFETY. Free from possibility of injury by tearing, wearing, soiling, wrinkling, dust, or dog's-ears. The papers or pamphlets are exactly as if put in a box and the cover screwed down. There are no strings, tapes, pins, wires, bands, or other devices, to injure the papers.



OPENED.

FILING. Drop the papers into place, press the back-board against them, and they are firmly held. No easier filing is conceivable. Papers may be arranged by dates or titles.



CLOSED.

CONSULTING. A slight pressure on the back-board (which acts as a lever) releases the clamping bar, the spring of the papers opens them loosely, and their weight brings them down on the now sloping backboard so that the head-line of each is in sight. Lift out the required paper, and a single push of the hand seals all up again. Where several files are used, they may be alfabeted, numbered, or labeled. For this purpose nickeled card holders are furnished. A row of files may be ranged on desk, or shelf, or in a cabinet as represented by cut.

PRICE LIST WOODRUFF FILE HOLDERS.

46x1. Vouchers,	$\left\{ \begin{array}{l} 25 \times 11\frac{1}{2} \times 26\frac{1}{2} \text{ cm.} \\ 10 \times 4\frac{1}{2} \times 10\frac{1}{2} \text{ in.} \end{array} \right\}$		\$.75
46x2. Legal Documents,	$\left\{ \begin{array}{l} 26\frac{1}{2} \times 12 \times 30 \text{ cm.} \\ 10\frac{1}{2} \times 4\frac{3}{4} \times 12 \text{ in.} \end{array} \right\}$		.85
46x3. Magazines and Pamphlets,	$\left\{ \begin{array}{l} 26\frac{1}{2} \times 17 \times 30 \text{ cm.} \\ 10\frac{1}{2} \times 6\frac{3}{4} \times 12 \text{ in.} \end{array} \right\}$		1.00

Cabinets. While the holders go on any shelving of the proper height, these are much more convenient where a number are required.

They are handsomely finished cases, in walnut, cherry, or ash, and are provided with an improved self-locking attachment at small extra cost.

PRICE LIST WOODRUFF CABINETS.

6 file (6 x 1)	\$16.00
12 " (6 x 2)	24.00
18 " (6 x 3)	32.00
24 " (6 x 4)	40.00
30 " (6 x 5)	48.00

Cabinets are fitted with locking attachments at 25c. per file-holder additional.



47a-f. Interchangeable Pigeon-Hole Cases. The demand for Danner Cases with one or more spaces filled with pigeon-holes led to this device. They exactly fit the spaces of a standard revolving book case, and furnish not only for them, compartments for all standard blanks from a postal card to a foolscap sheet, but are equally convenient for the same use on shelves, tables, desks, or elsewhere. All are same height and width, one above another they match; side by side, the tops are a level surface, and so are interchangeable. Thousands have been sold. They are made in oak, walnut, and cherry, handsomely finished. To enable them to stand side by side closely, as well as to go in the Danner, all are made without top moulding. All cases are 25 cm high and 35 cm wide ($9\frac{3}{4} \times 13\frac{3}{4}$ in.) outside. The cuts below show arrangement. Any other size or form will be made to order.

Price, **\$2.50** each.



47a. 20 boxes, $12\frac{1}{2}$ cm deep, 4 high and 8 wide ($5 \times 1\frac{1}{2} \times 3\frac{1}{4}$ in.). Made to fit postals, No. 33 catalog cards, and small envelopes.

47b. 15 boxes, 15 cm deep, 4 high and 11 wide ($6 \times 1\frac{1}{2} \times 4\frac{1}{4}$ in.), for billet size papers, tracts, envelopes, and folded papers.



47c. 12 boxes, 20 cm deep, 5 high and 11 wide ($8 \times 2 \times 4\frac{1}{4}$ in.), fitting legal envelopes, leases, insurance policies, and all the larger standard folded blanks and legal documents. This is one of the most used cases.



47d. 10 spaces fitting pamphlets, mss. and note size papers, circulars, etc. Each space is 20 cm deep, 4 high and 16 wide ($8 \times 1\frac{1}{4} \times 6\frac{1}{4}$ in.).

47e gives 1 space for cap, 2 for letter size papers, 2 for pamphlets or mss., 2 for note, 2 for folded papers, postals, or small envelopes, and 1 small space for pencils, eraser, etc.



47f gives 4 spaces for letter paper, 2 for note, and 2 for legal envelopes or folded blanks. "c" and "f" have the largest sale.

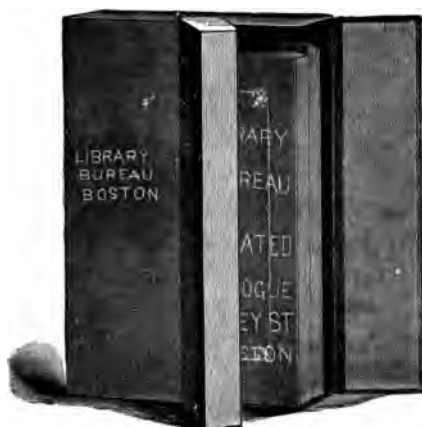
471-n. Pigeon-Hole Cases. Same woods and finish, but smaller than 47a-f. Price, \$2.00 each.

471. Made to fit standard letter size papers, like shelf sheets, order sheets folded, and the various library blanks. Each space is 20 cm deep, 26 wide and 4 high ($8 \times 10\frac{1}{2} \times 1\frac{1}{4}$ in.).



47n gives 10 spaces, $13\frac{1}{2}$ cm wide, 20 deep and 4 high, for standard note sheets. Also used for large envelopes, circulars, etc. "l" and "n" are made in oak, walnut, or cherry.

48a-p. L. B. File and Pamflet Case. The result of years of experiment to get a satisfactory file or pamphlet case at low cost. Half of one side doubles back on itself, allowing the most convenient possible consultation of contents without removing from the box. The thickness allows the left hand easily to hold the case with the door and flap open,



while the right is free to turn the index leaves and select just what is wanted. This makes consultation much easier, as no shelf or table room is needed; in fact, users of the case for convenience will take it from a table and hold it in the left hand.

Made of heavy board, covered with a highly glazed mottled paper, which wears without thread or ravelling, as cloth does not.

We heartily commend these cases for keeping all papers, pamphlets, clippings, or other matter to be arranged alphabetically, numerically, chronologically, or otherwise.

As a Pamflet Case. It is dust tight, opens quickly for easy access to contents, while it does not spill if carelessly handled. The cases go on edge, book fashion, on a common shelf.

As a Letter File. A large sale of these cases is for files for letters, bills, and various papers. For single files for a small correspondence these are handiest and cheapest. With combination indexes, they often take the place of filing cabinets.



Separate cases for each subject are inexpensive and wonderfully convenient. Patrons who order one case on trial, almost invariably find uses for many more.

Expansive Indexes. We make various alphabetical and numerical indexes exactly fitting the different sizes of boxes. The main sale for letter files is size "g;" for this we furnish, beside the above, indexes in sets of 2, 5, 10, or 20, covering a single alphabet, giving the close and carefully devised subdivisions of expensive cabinets; i. e. 10 g boxes with a 10-section index give the capacity of a 10-file cabinet

at a cost of \$4.00. When the boxes are filled, they are replaced with new ones at less than the usual cost of transfer cases.

For all sizes, A to Z indexes, numerical indexes (25 numbers in a set), and blank ones to be written upon, are furnished at the same price as the box. (See list below.)

As a Newspaper File. The larger sizes are an excellent device for keeping files of papers clean for quick reference. The very large sheets are best folded once or twice. The smaller ones like Harper's Weekly should go flat. Send size of paper to be filed, and we will send an L. B. Case to fit it, and guarantee satisfaction.

PRICES OF L. B. FILE AND PAMFLET BOXES.

Inside Measure.					Order by Letter.				
No.	High.	Deep.	Thick.	Price.	No.	High.	Deep.	Thick.	Price.
a }	16	10½	3.6 cm.	{ .20	i }	36	25½	7.2 cm.	{ .40
	6¼	4⅞	1½ in.			14¼	10	2¾ in.	
b }	21	13	4.3 cm.	{ .20	j }	44	31	8 cm.	{ .50
	8¼	5⅛	1¾ in.			17¼	12¾	3¼ in.	
c }	23	15	5 cm.	{ .25	k }	51	33	9 cm.	{ .50
	9	6	2 in.			20	13	3½ in.	
d }	23	17½	5 cm.	{ .25	l }	56	38	10 cm.	{ .60
	9	7	2 in.			22	15	4 in.	
e }	25½	17½	5.7 cm.	{ .25	m }	61	51	11 cm.	{ .75
	10	7	2¼ in.			24	20	4¼ in.	
f }	25½	20½	5.7 cm.	{ .25	p thin	13½	8½	3 cm.	{ .15
	10	8	2¼ in.			5¼	3¼	1¼ in.	
g }	28	23	6.5 cm.	{ .25	p thick	13½	8½	6.5 cm.	{ .15
	11	9	2½ in.			5¼	3¼	2½ in.	
h }	31	25½	7.2 cm.	{ .30					
	12¼	10	2¾ in.						

Indexes cost extra, and are the price of the cases of the same size.

Discount of 20 per cent on five or more cases or indexes in one order.

48p. Card Index. A thick (6½ cm.) p L. B. box, filled with 200 No. 331 cards and an alphabetical index. Often used for the references on a single topic or in working over matter away from regular outfit, and for a small beginning of an individual card catalog. Box, cards, and index cost 75c.

48x. Regents Files. Since the use of cabinet files began, the high prices made necessary by complicated and expensive fittings and the cost of maintaining patents on various details have largely barred all but wealthy commercial houses from the advantages the system gives of easy, rapid, and accurate filing of papers. No satisfactory low-priced simple mechanism had been accomplished until these cabinets were devised.

The Regents Files are simple, are without patent, and involve only a maker's profit. We unhesitatingly urge them for all filing purposes, as equal in convenience to any of the high-priced cabinets, at one third the cost of patented forms, while their interchangeable features admit of combining with other labor-saving devices.

The system brings together the mechanism for filing letters and pamphlets, for classing papers and current work (keeping in convenient form for reference and free from dust and "mussing"), and the card index now being so rapidly adopted as an index rerum.



48x1. Filing Box.

This is the single "L" file, of the thickness to hold easily in the left hand while handling the contents with the other. Size, 9 x 11 x 3¼ in. Handsomely finished. Each file has bronze label holder for framing the label marking its

contents, and a stout manilla index. Box and index cost \$1.00. Box only, 75c.

48x2. Note Filing Box. This is ½ the width of 48x1. Suited to filing standard note sheets flat, or "L" with one fold. Complete with index and label-holder. Price, 85c. Box only, 65c.

48x3. Classing Box. This is ½ the thickness of 48x1, otherwise same size. Too thin for use as a file, but a most convenient tray for papers. Price, 75c. each.

48x4. Note Classing Box. Same as 48x3, only ½ the width. Price, 60c.



Card Index. These are wood trays, matching cabinets, holding 700 331 cards, or the same value of other numbers, and the full complement of fittings. (See No. 22c6 outfits, p. 38.) Each section of the file holds 2 outfits.

Price No. 22c6 outfit. Tray of handsomely finished oak, walnut, or cherry, \$2.75 each.

Cabinets. These are handsomely finished in oak, walnut, and cherry; have panelled ends, and are upon casters, except the 5 size, which is made for use upon the table or elsewhere. They are the height of a study table, for convenient consulting of the files, and, when the



top is not used for that purpose, serve admirably for an ordinary table. The prices given below are for the outfits fitted with L files and indexes. Any variation or combination will be furnished based on the prices of single parts; e. g. 10 thin trays without indexes, in a 5-section cabinet, cost \$12.75.

48x5. Regents 5-File Cabinet gives capacity for 2,000 letters, when filled with 5 L thick file boxes. Price with one combination index, a to z, in 125 subdivisions **\$10.00**



48x6. Regents 12-File Cabinet. Fitted with 1 10-section and 1 2-section combination index **\$20.00**



48x7. Regents 24-file Cabinet. 12 files on each face, fitted with a 20-section index, and 2 2-section indexes. Price, \$38.00.

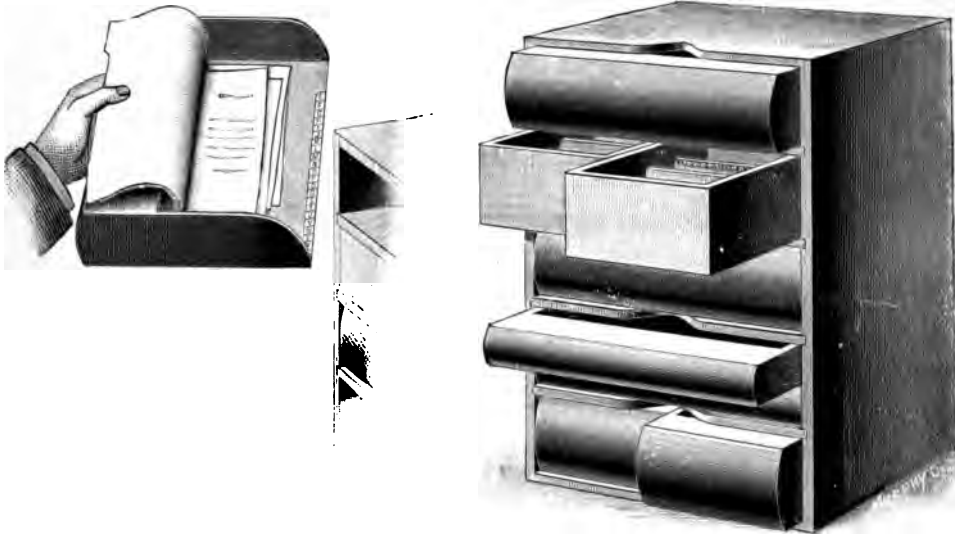
Indexes. These are the same as described under 48a-p. Other combinations will be furnished if desired. In ordering duplicate indexes, use the number printed on each index; this will insure obtaining the ones desired. Price, 25c.; 20 per cent discount on 5 or more.



48x8. Regents 36-file Cabinet. 18 files on each face, fitted with a 20-section, a 10-section, and a 5-section index with one index blank. Price, \$55.00.

Transfer cases are the L. B. file and pamphlet cases, No. 48g, properly labeled for each index. Price, 25c. each ; 20 per cent discount on 5 or more.

Address all orders to sole makers, Library Bureau.



48y. C. C. Cabinets. These differ from the Regents only in being of cheaper material. The Cabinets are of white wood, finished in imitation of walnut or cherry. The boxes are wood, covered with paper, and with labels pasted on the back instead of in bronze frame. The indexes are the same as used in the Regents File and in 48g L. B. File and Pamflet boxes. Nothing larger than a 5-file cabinet is made.

The 5-file case shown in the cut shows a complete card catalog of 1,500 cards, two boxes for papers, that are more convenient and better protected from dust than the much used desk tray, and two closely indexed note and letter files. This combination makes a complete device, while for correspondence alone, a 5-file cabinet is obtained at one third the cost of other cabinets.

PRICE C. C. CABINETS

- | | | |
|--------------|--|---------------|
| 48y1. | 5-file C. C. Cabinet, manilla indexes, letter size (9 x 11 in.), giving 120 divisions, case imitation of oak, cherry, or walnut | \$6.00 |
| 48y2. | 10-file, note size (9 x 5 ½ in.) | 8.00 |
| 48y3. | 10-file, letter size, for classing current papers, boxes ½ thickness, without indexes | 7.50 |
| 48y5. | Combination Outfit. (Shown in cut.) 2 letter-size files and indexes, 2 note size, 2 L size ½ thickness filing boxes for classing papers, and two card index outfits of 750 cards each and complete fittings | 10.00 |

The 2 card indexes furnished with this outfit, consisting of 1,500 cards, boxes, blocks, and indexes, may be had separately. Price, **\$2.50** each.

Indexes and transfer cases respectively, **25c.** each, 5 for **\$1.00**; e. g. it costs **\$2.00** to renew a 5-file cabinet. These indexes and cases are more fully described under "L. B. File and Pamflet Cases," No. 48a.

52a-b. Letter Copying Books. Libraries are more and more following the example of business houses, and retain a fac-simile of all letters sent out, in the letter copying books. The necessary outlay for an outfit is not large, and the cost of maintaining it is trifling. After buying the copying press, stand, and fittings (see No. 62, p. 135), the letter book completes the apparatus. The books offered by the Bureau are made from imported paper, are strongly bound, and will be found as satisfactory as more costly ones.

Size of page, 9 x 11

300-page book	.	.70	700-page book	.	\$1.20
500 " "	.	.90	1,000 " "	.	1.60

Size of page, 10 x 12

300-page book	.	\$.75	700-page book	.	\$1.40
500 " "	.	1.10	1,000 " "	.	1.90

52b. We also make a specially high grade 1,000-page book, bound in $\frac{1}{2}$ russia, for use where it is much used for reference after being filled. The bindings of 52a will be found adequate for ordinary use. Price, 52b, 9 x 11, 1,000-page book, \$2.25; 10 x 12, 1,000-page book, \$2.50.

The ordinary press requires an outfit for wetting the sheets. For this purpose we recommend the Star Copying Pads as the most satisfactory device. Price of moistening pan, \$1.00. Pads are \$1.50 per dozen. These pads do not require moistening oftener than weekly under ordinary usage

To Order Furniture, Fixtures, Blank Books, Printing, etc. Beside the standard library and office supplies on our catalog, we make a specialty of making to order anything needed. To match old work, or for other reasons or personal notions, articles are often required different from the standards which we recommend. We have the very best facilities for making to order. We will estimate for first-class work, as we prefer to do it, and also for cheaper grades such as we often have to compete against. In many cases our special experiences in manufacturing for libraries and offices will enable us to suggest improvements without adding to cost.

Library Catalogs. We are fully equipped with large fonts of figures and full-face type for doing this work. Not only can we guarantee first-class work at lower prices, but, as the result of a large technical experience, can give it an intelligent supervision, not to be obtained elsewhere.

Checking Paper. An L sheet ruled into cm squares, giving 500 spaces to each side of the sheet for statistics, tabulations, etc. Every fifth cross and down line is a heavy red one, marking the sheet off into 5 cm squares. All sheets are punched. Price, \$125, 50c.; 1125, 60c. per 100.

Thesis Paper. Standard L size, ruled with cm cross lines and two marginal down lines, so as to leave a $2\frac{1}{2}$ cm space as margin for notes on all four sides of the sheet. In ordering, state whether paper is desired ruled on one or two sides. Punched for binder or lacing. Price, \$125, 50c.; 1125, 60c. per 100. 10 per cent discount on full 1,000's.

L. B. Ruling. The standard ruling for correspondence in L size papers is lines 1 cm apart. This "L. B." ruling has the same main cross lines, and faint intermediate lines between the regular rulings, giving one half cm cross, for interlining, shorthand work, or closely written matter. It also has faint down lines, dividing the page into four columns for headings or tabulations. The faint rulings can be written over without affecting legibility.

Made in L and N sizes, punched for the standard binder or for lacing.

	Price per 100 sheets		
	1125	\$125	1125
N size,	.25	.30	.35
L "	.40	.50	.60

Discount of 10 per cent on 1,000 or more in one order.

Blocks or Pads. We have made for us at the mill a series of standard sized papers of ordinary grade, blocked. Of good writing surface and of ample quality for notes and memoranda; chiefly, they are cut and blocked into exact sizes. All are put up in double thick pads, to avoid paying for straw board instead of paper. Uniform in quality and always of standard size, they will be found far more satisfactory than the irregular sizes, varying weights and grades, of odds and ends of paper usually put up in this way.

PRICES					
Size.			Weight.		
$7\frac{1}{2}$ x $12\frac{1}{2}$ cm (3 x 5 in.)	P size	per 10,	4 lbs.		\$.65
$12\frac{1}{2}$ x 20 "	(5 x 8 ")	N "	10 "		1.50
20 x 25 "	(8 x 10 ")	L "	20 "		3.00

55a. King's Patented Nonpareil Pens. The question of selecting a satisfactory steel pen involves the peculiarities of the individual's handwriting to such an extent, that it is impossible to recommend any particular pen for universal use. In our large use of the King's among librarians, during the last five years, we have found them giving excellent satisfaction. While we shall be pleased to supply any of the hundreds of other patterns of other makers at the lowest price, we can conscientiously commend these as possessing all the qualities of a good pen.

Samples of the entire list below will be mailed to any address subject to approval on receipt of 6c. in stamps, or one gross on receipt of price. Price, \$1.00 per gross.

All orders should be sent to Library Bureau.



"Nonpareil" Extra Fine. WHITE.

Very fine and elastic. Superior for Professional Penmen, Ladies' use, and for hair lines and heavy shading.



"Nonpareil" No. 7. BLACK.

Medium fine, turned-up point. An easy writer for addressing.



"Nonpareil" No. 3. BLACK.

Point curved downward, and stiff.



"Nonpareil" Bank. WHITE.

A good business pen; large and long points.



"Nonpareil" Office. WHITE.

Medium fine. Easy writer. Superior to all others for Banks, Colleges, Schools, and Mercantile use.



"Nonpareil" Court. BLACK.

Turned-up point, smooth and easy writer. Particularly adapted for all rapid writing, addressing wrappers, etc.



"Beacon" Pen.

Similar to the Office, but having greater elasticity. An exceedingly easy writer.



"Nonpareil" No. 8. BLACK.

Same as above, except in point. A very firm, smooth and easy writer.



"Nonpareil" Stub. BLACK.

Broad point; very smooth; easy writer. Especially adapted for Lawyers and back-hand writers.



60 CENTS PER GROSS.

King's "Falcon" Pen. WHITE.

The standard popular business pen, used largely by Railroad and Express offices.



"Nonpareil" No. 5. WHITE.

A fine Stub with short nib. A very pleasing pen for fine engraving.

"I furnish my staff of 30 any pens they prefer. We have tried over 50. More Nonpareils are now called for than of all other makes."

MELVIL DEWEY, Columbia College Library.

HINMAN'S BUSINESS COLLEGE.

Worcester, Feb. 9th, '86.



"Nonpareil" No. 9. WHITE.

Long nib, fine stub point, free and easy writer.

Dear Sirs:—Your "Nonpareil" Office Pen is one of the best for business writing that I have ever used. During twenty years as a professional penman I have been very particular in the choice of pens, and I regard your "Nonpareil" as meriting special praise.

Yours truly,

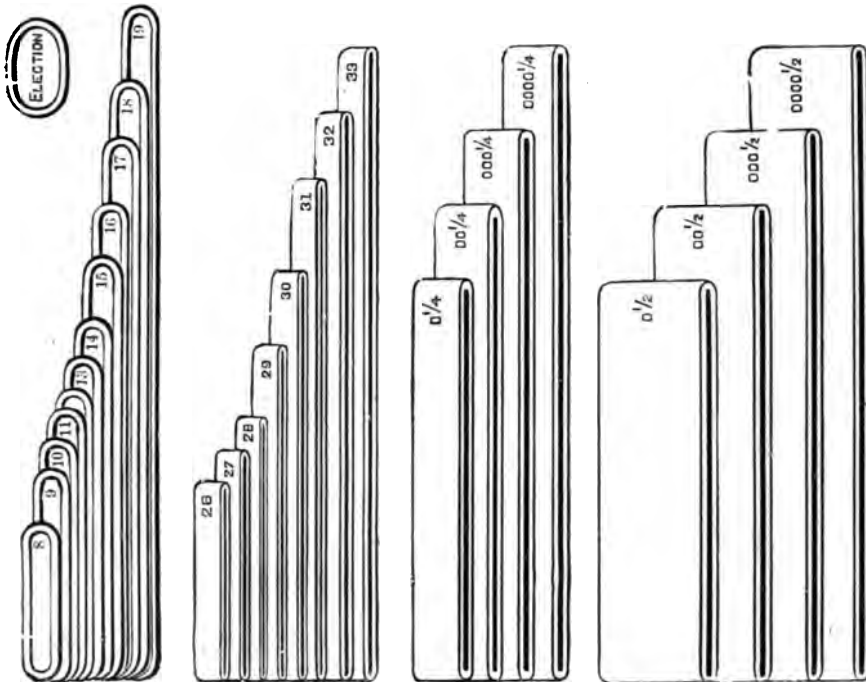
A. H. HINMAN.



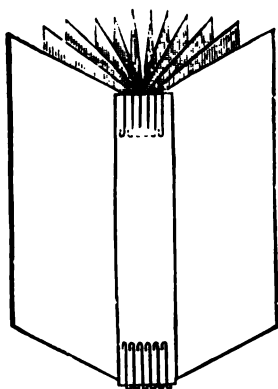
56. Higgins' drawing board mucilage. This is a vegetable glue and warranted to keep perfectly good and to contain no injurious ingredients. It possesses great strength and is recommended for sticking almost everything. Put up in screw capped jars.

Price, 3 oz., 15c.; 6 oz., 25c.; 14 oz., 50c.; $\frac{1}{2}$ gallon, \$2.00; gallon, \$3.50.

We also furnish Higgins' Photo Mounter, which is made especially for mounting photographs, drawings, etc. Put up as above.



57. Rubber Bands. As indispensable to the desk outfit as pens or pins. The L. B. Bands are put up by weight, in strong and convenient boxes of $\frac{1}{4}$ lb., or in bulk. For assorted sizes we have handsome and strong desk cabinets, with partitions and automatic cover. See No. 67 L. B. Catalog. Price per lb. in $\frac{1}{4}$ -lb. boxes or bulk, \$2.50.



58. Patent Spring Clasps. In reality tiny but strong spring clips. Can be used over and over again, are nearly as cheap as common pins, and largely supersede pins, staples, paper fasteners, rubber bands, clips, and all devices for fastening papers or cards together, either temporarily or permanently. No machine is needed to apply them, as for most paper fasteners or staples. They strengthen, instead of weakening the papers; and as a binder for newspapers they allow opening of every sheet flat, a material advantage over other devices. Chiefly, the Clasps are the only paper fasteners that file, bind, or fasten papers together securely without injury or mutilation. For librarians these are specially valuable for keeping together cards, order slips, etc., pertaining to the same book in the catalog department, and at the delivery desk for keeping together call slips, delinquent notices, etc.; also for attaching firmly to the book, without leaving the slightest trace after removal, cards, slips, notices, etc. Trial will insure their being kept constantly on hand. Sample cards of 100 sent postpaid for 25c. Price, \$1.50 per 1,000.



58u. Utility paper clip. For keeping papers together without puncturing or mutilating them. It is flat and especially good for papers to be filed among other papers, or for cards in card indexes.

Price, 25c. per box of 100.



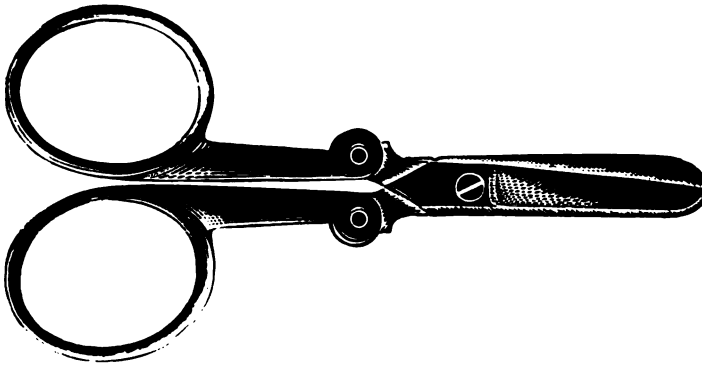
58b. Open-book holder. A simple device for keeping a book open without the use of the hand. It also serves as a book mark in four places, a letter opener and paper cutter, as well as a paper clip. It is used by catalogers to hold the book open at the title page while writing the cards. Price, 15c. \$1.25 for 10.

58c. Bank Pins. Every one who handles many papers finds use for pins, regardless of the various other indispensable paper fasteners. The L. B. pins have sharp points, and will not bend readily. Price: $\frac{1}{2}$ -lb. boxes; per lb.: $\frac{5}{8}$ in., \$1.40; $\frac{3}{4}$ in., \$1.20; 1 in., \$1.00; $1\frac{1}{4}$ in., .90; $1\frac{1}{2}$ in., .90; $1\frac{3}{4}$ in., .75.

The 1 in. and $1\frac{1}{4}$ in. are sold stacked in pyramids, a very convenient form for desk use. Price, 10c. per pyramid.



61a-b. Paper Shears. These are an essential part of a complete desk equipment. Best quality shears, of best proportions for cutting paper, are often found with difficulty, if at all. We have selected our list with great care. The longer patterns are specially recommended. They are so light and slender that they handle as easily as scissors; so excellent in quality that they cut as well as heavy shears. The pocket scissors are nickel plated, and have blunt, round points so they can be carried in the vest pocket with perfect safety.

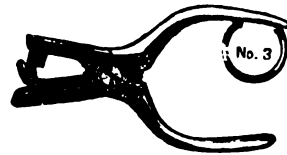


PRICES

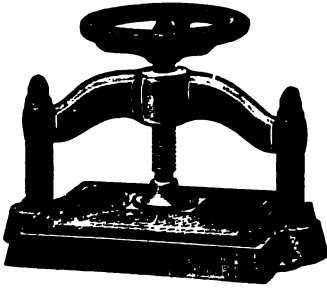
61a.	20	cm (8 in.),	.	.	.	\$.80	61b.	10	cm (4 in.) scissor,	.	.	\$.30
	25	" (10 "),	.	.	.	1.25		10	cm, best made,	.	.	.60
	30	" (12 "),	.	.	.	1.60		10	cm, folding, in case,	.	.	.75
	37.5	" (15 "),	.	.	.	2.40		12	cm, " "	.	.	1.00

The folding scissors have a handsome morocco pocket case free with each pair. 61a are japanned handles. Nickerled handles 25 cents extra.

61p. "Conductors'" Punches. For punching papers for tying or to make them bind nicely in some of the various binders. Special punches are often made, i. e. an initial of a person's name, and used to indelibly mark approval or check bills and other papers, sometimes as a safety device on checks, etc. For these and other uses it has been found a convenient desk tool. Our regular pattern cuts a round hole of 4 mm. diameter. Any other form made promptly at small extra cost, according to the form of die.



These are small die cutters, not the ordinary shoe punch, which is worthless for cutting paper. They are the only form sure to cut cleanly and easily. Price, \$2.50 each.



62c. Copying Press B. Many libraries and individuals do not have sufficient use to justify the expenditure for a Bailey Machine. We offer this press as a practical form, strong, well finished, yet low priced.

PRICES B. COPYING PRESS

62c1.	Plate 25 x 30 cm	(10 x 12 in.)	\$4.50
62c2.	" 25 x 38 cm	(10 x 15 in.)	5.75
62c3	" 27½ x 40 cm	(11 x 16 in.)	8.50

Circular of other styles on application.

62s1. Press Stand. A finely finished cabinet in cherry, walnut, or oak, natural or antique. The top is 50 x 60 cm (20 x 24 in.). A slide full size can be drawn out on either side and the cabinet has four drawers, or as shown in cut, or with one drawer and closet below it.

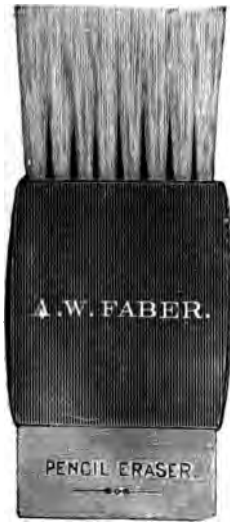
Price, No. 62s1, \$13.00.



62s2 Press Stand.

Fitted with one drawer and slide. Handsomely finished woodwork and japanned iron. One of the most widely used forms. Special circular of presses and stands on application.

Price, No. 62s2, \$8.00.

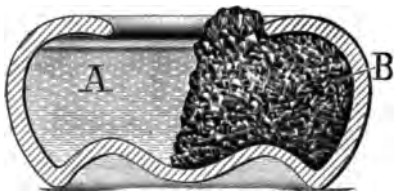


63a. Brush Erasers. The little brush is a most convenient attachment to the rubber eraser for cleaning the page after erasing. The temptation is to dust off the particles with the fingers, which, when moist, may soil and leave marks not so easily erased; this is an exceedingly convenient little device. The rubber is of the best quality, and the brush strongly inserted. Price, 25c. each.

63c. Type Writer Eraser. Of circular form, especially designed for use on paper while in a machine. It is equally good for erasing pencil marks or smoothing the surface of paper upon which the steel eraser has been used. Price, 5c. each.

63e. Steel Eraser. An essential tool for every cataloger's desk. Those offered by the L. B. are of the highest grade steel. Made in 2 forms—oval and with knife edge for use as paper cutter, all with cocoa handles. Price, 63e1, oval, 40c.; 63e2, knife edge, 50c.

64d. L. B. Desk Pads. Protect the desk from ink stains, and serve as a blotter and cushion for writing upon. Three sheets of blotting held by four russia corners and heavy tar board back. An essential on every desk. Made in 3 sizes, and filled with the best "Treasury" blotting. Price, 19 x 24 in., \$1.00; 12 x 19 in., .75; 9½ x 12 in., .50.



Vertical Section.

66s. Sponge Cup. In counting money, sealing, and stamping postage on letters, or as pen cleaner, and in many other ways, this is a needed desk appliance. Their peculiar form protects from evaporation. Price, 40c. each.

66a-b. Perfect Inkstand. CUT GLASS, STEEL, AND PURE RUBBER.

Cut of 66a.



Cut of 66b.

DESCRIPTION: A pouch of pure soft rubber holds the ink, an ebony cut-glass base protecting it from accident. A steel saucer is connected with the nickeled thumb-screw on top, which compresses the fountain and sends up exactly the amount of ink wanted. On top a cube of crystal cut-glass forms the dipping cup for the pen. An air-tight rubber stopper completes this "instrument of precision," as it is justly called.

The two essentials of a perfect inkstand are a *pen gage dipping cup* and *adjustable fountain*. Our stands have both essentials, are made on scientific principles, and are free from these defects. We offer them with privilege of return if not satisfactory in every respect, after a month's trial. They soon save their cost by preserving both quantity and quality of the ink and the points of pens from any possible injury. Price 66a, pressed glass, \$1.50; 66b, cut glass, \$2.00.

66f. Yale automatic inkstand. Is simple, durable, and attractive in appearance. It contains but three parts, and these are



compactly held in place without screws, bolts, or cumbersome packings. There are no metal parts to corrode. It is always automatic in action, and perfectly non-evaporating. It brings the ink up from the center of the well, and by constant agitation prevents sediment. It uses ink to the last drop without bubbling or spurting. From its peculiar and simple construction it cannot get out of order. Every

inkstand is shipped with an absolute, perpetual guarantee. The price, with choice of black or red tube, is \$1.00.



10 BOX FILLED.

67. Desk Cabinets. For rubber bands, pins, pens, paper fasteners, clasps, P. O. stamps, erasers, and all the "little things" that a man who utilizes devices to save his time must have about his desk. These are forever just where you cannot put your hand on them, under a paper, or in a drawer or the back of a pigeon-hole, or tipped over. In the midst of a computation or happy thought the writer wants a

pin, or clasp, or rubber band instantly, and finds it only after groping about on the desk, turning over all the things he does not want, and losing his train of thought. If you reach into the box of bands of "assorted sizes" (an abomination to quick workers), the fingers invariably get all the sizes not wanted netted in together. Our Desk Cabinet solves these difficulties. It has a neat box for each of these infinitely losable little things about a desk. The cover is hinged on one side and projects on the other, so that it can be thrown up with the point of the pen or end of the finger almost automatically.



5 BOX FILLED.

"The most convenient little thing I ever saw!" has been the verdict of many on examination.

It soon pays for itself, besides the time saved; for from its closed box, no bands, pens, pins, stamps, etc., are lost, and the arrangement by sizes avoids the use of larger bands and pins than really is needed. In a mixed box of bands the chances are that the hand picks up a wider or heavier band than needed, simply because it comes first, and will answer the purpose, rather than to sort over the box looking for just the right size.

HEAVY JAPANNED TIN BOXES

a.	5	boxes, empty (filled to order at lowest rates)		\$.50
b.	5	" with 500 rubber rings and 100 bands, 10 best sizes		1.35
c.	5	" " 2,000 clasps, fasteners, and pins, 6 "		1.35
d.	5	" " combination of b and c		1.35
e.	10	" empty (filled to order at lowest rates)		.75
f.	10	" with 500 rubber rings and 200 bands, 10 best sizes		2.00
g.	10	" " 3,000 clasps, fasteners, pins, etc., 6 "		2.00
h.	10	" " combination of f and g		2.00

Besides the above, we make the boxes in heavy paste-board and handsomely finished oak. For price of the board, deduct 35c. from the 5 and 50c. from the 10 box given above. For oak, add 25c. to the 5 and 50c. to the 10 box.

Made only by Library Bureau.



place. Nickel 50c. Japanned 25c.

64. Combination Weight and Paper Clip.

A handsome, highly polished, nickeled paper weight, which is also an admirable clip. Papers are firmly clamped between the base and the adjustable weight, which is held in place by a strong spring that is easily moved with one hand, as shown in the cut. It works equally well for one or 100 sheets of paper. Handy, ornamental, durable, and always in



69e. Ventilated Eye Shade.

The most comfortable, durable, lightest, coolest, best. A row of holes round the rim nearest the forehead allows a circulation of air and prevents overheating the eyes. A

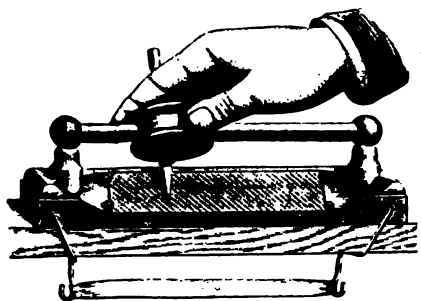
flexible brass spring runs round the outer edge, keeping it in shape. It can be easily bent, so as to give the proper hold on the head, or it can be changed at any time to suit the wearer. Price 15c. each, or mailed, postpaid, for 20c.



69g. Glass Pen Cleaner.

Simple, quick, convenient. No machinery to get out of order. Takes little room on the desk. Always ready when wanted. Stiff brushes are firmly fastened inside a glass cup, which is protected and made stable by an iron base. When the cup is filled with water, the pen can be thoroughly cleaned with

a single motion of the hand, and without the danger of injury incurred by use of rags, chamois-skin, shot, etc. No one who has tried this patent cleaner will again use the old-fashioned devices. It saves its cost, in lengthening the life of steel pens, which corrode rather than wear out. Price 25c. each.



69p. Perfect Pencil Sharpener.

Saves soiled fingers, and much time where lead pencils are used to any extent. We have selected this from all the candidates for favor as the best. Simple in construction and working, and costs nothing to maintain. Price, \$1.00.

Address all orders to Library Bureau.

73. Danner Revolving Bookcases. Since the introduction of these celebrated cases we have sent thousands of them throughout the United States and abroad, and in every instance they have given complete satisfaction. They are so constructed as to shelve books on all four sides, making a solid column, and holding more books than any other case made to occupy the same space; while a touch of the hand brings every book within reach of a person sitting beside the case. Their chief excellence is the convenience with which the contents can be consulted. Two cases behind a study chair are out of the way, but bring within instant reach of the hand 400 volumes of books, or their equivalent in other objects. No such labor-saving convenience has ever before been offered to students and literary workers.

The principle on which the cases are suspended makes them perfect, durable, and absolutely noiseless. There is nothing to get out of order. A committee of the American Library Association loaded one side of a 73j case with 180 lbs., the other sides being empty; and in this condition it was tested for two months, and revolved as perfectly after the experiment as before.

SPECIAL SIZES. While any variation in style or size can easily be made, only the patterns shown in this catalog are kept in stock. Special designs, to match other furniture, will of course take extra time, and cost more than the regular cases, which are made by the hundred and kept in stock. Variations in height of shelves seldom cost anything extra; but *change of diameter* adds to cost.

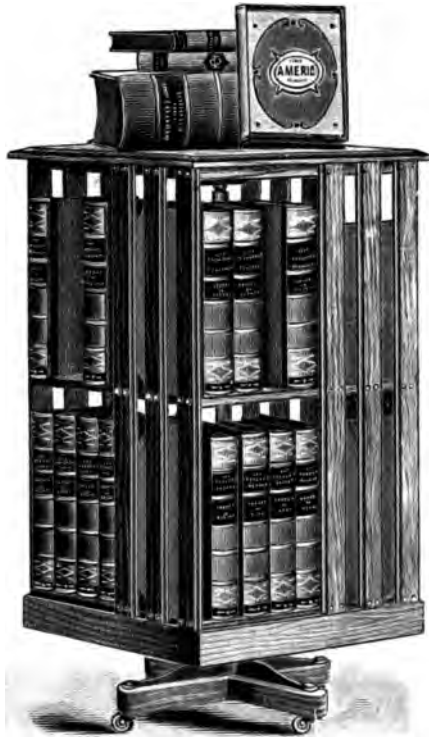
The L. B. pigeon-hole cases (No. 47 in this catalog) are made to fit the spaces of 73g-k.

The question is often asked if round cases are made so as to revolve in a smaller space than square ones with projecting corners. A little study of a diagram of a round case and a square one, will show that the square is the *only economical form for a revolving case*. In this way we get a solid column of books, and nothing more compact is possible.

As evidence of their great merits, thousands have been sold with the following privilege:—

“These cases will be sent to any responsible party with the *distinct understanding* that, if they do not perform as *represented* and to entire satisfaction, they may be returned.” NOT ONE CASE HAS BEEN RETURNED. No further proof is needed of the value of the invention, nor of the satisfaction which it uniformly gives to buyers.

All orders should be addressed to Library Bureau.



73a-b. Danner Revolving Bookcase. 16½ in. square, 33 in. high, holds 32 thick, Royal 8° volumes, size of American Cyclopædia, besides several larger volumes on top.

PRICES

73a. 2 sections, 33 in. high, as in cut, 68 in. of shelving, weight, packed, 50 lbs. **\$9.00**

73b. 3 sections, 43 in. high, 112 in. of shelving, weight, packed, 65 lbs. **11.00**



73c-d. Open Deck Danner Revolving Bookcase. 20 in. square, 42 and 54 in. high. Revolves in a circle 28½ in. in diameter.

The open deck gives an extra shelf for large books, atlases, music, unbound periodicals, etc., thus combining bookcase and book-rack.

One of the most attractive patterns made.

PRICES

73c. 2 sections high **\$14.00**

73d. 3 " " **16.00**

Address all orders to Library Bureau.



73e-g. Champion Danner Revolving Bookcase. No cases, except the 73i and 73j, have had so large a sale. Revolves in a smaller circle; fits into corners and spaces that cannot accommodate the larger; while slight changes in construction make a lower price possible. Each section has 1 meter (40 in.) of shelving. Case is 20 in. square, or same diameter as Open Deck. Walnut, oak or cherry at same price.

PRICES

73e.	2 sections high	. . .	\$12.00
73f.	3 " "	. . .	14.00
73g.	4 " "	. . .	16.00



73g2. Danner Revolving Bookcase. Same capacity and space occupied as 73e-g, but ornamented by a rope moulding at the top, and has an adjustable book rest on top. This rest is held at any angle by a self-acting ratchet, and furnishes an admirable holder for the dictionary, atlas, or other reference books. This is one of the handsomest cases in the list. Made in antique oak, natural cherry, imitation mahogany, and walnut.

PRICES.

73g2.	2 sections high	. . .	\$14.00
73g3.	3 " "	. . .	16.00

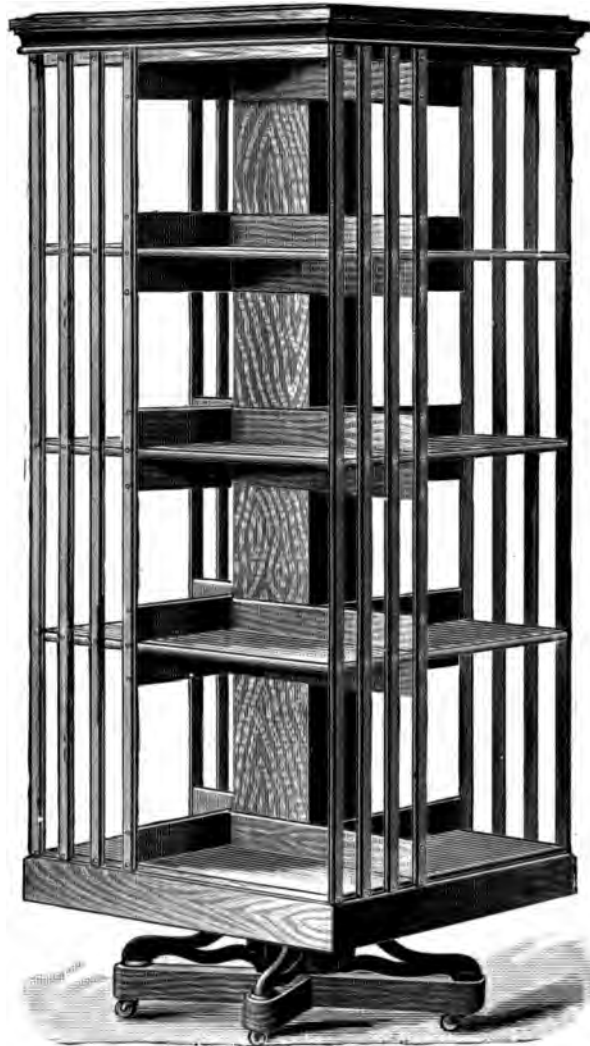
With brass rods in place of vertical wood strips, these are \$1.00 additional.



73c-3. Open Deck Danner Revolving Bookcase. More elaborate finish than 73c, but same form and size. A very handsome case; has rope moulding at the top and base, and carved corners. The finest finish and most elaborate pattern made.

PRICE

73c-3. 2 sections, and book-shelf **\$18.00**



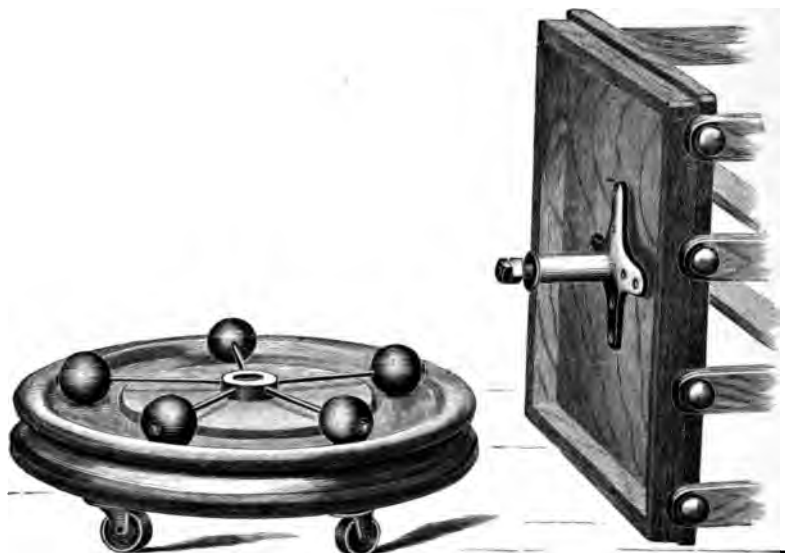
73h-k. Standard Danner Revolving Bookcases. The most widely used pattern, costing less in proportion to capacity than any other case. 24 in. square; each section has 56 in. of shelving. The bottom section is 12, the others 10 in. high. Made in antique oak, natural cherry, and walnut.

73h.	2	sections	high,	112	inches	shelving	\$16.00
73i.	3	"	"	168	"	"	18.00
73j.	4	"	"	224	"	"	20.00
73k.	5	"	"	280	"	"	22.00

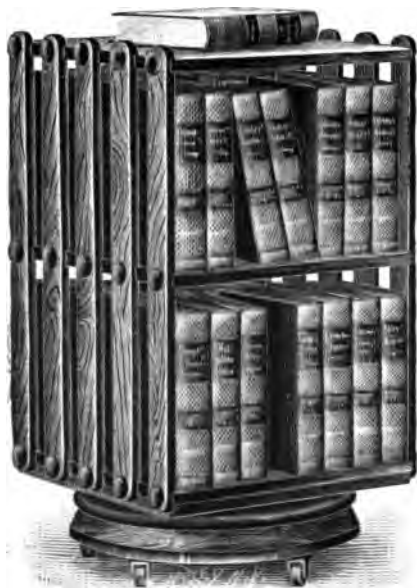
73k6. This is an extra large case, of the same general style as the Standard. It has 5 tiers or sections; is 30 in. square, and 5 ft. 9 in. high; the shelves are 8½ in. wide, and 21 in. long. The lower section is 12 in. high; all sections above, 10½ in. high, the whole case gives 35 ft. of shelving. Made in antique oak, imitation mahogany, and walnut. Price **\$27.00**

Full catalog of 40 different patterns on application.

Sargent Rotary Bookcases. The claim for these is that the rotary movement being obtained at the bottom of the case, there is no upright to warp and throw out of plumb, and thus revolve unevenly.



The cut shows the ball-bearing turn-table which carries the weight, these balls being connected by rotary axles. These cases are very finely finished, made of carefully selected stock, and avoid the somewhat ungraceful feet of the Danner, the rotary table being a finished piece of work not incongruous with the case. Special catalog on application. Cases are furnished in antique oak, walnut and birch, finished in imitation of mahogany.



73s2. Rotary Bookcase.

Has four shelves, $17\frac{1}{2}$ in. long, giving 5 feet 8 in. of shelving. These are the depth and height to accommodate books of the size of the "Encyclopedia Britannica." Absolutely no waste of space.

Size, $17\frac{1}{2}$ in. square; height, 31 in.; shelves for two tiers of books on each side; size of shelves, 17 in. long by $8\frac{1}{4}$ in. deep; height of sections: lower, $11\frac{3}{4}$ in.; upper, 11 in.

PRICE

73s2. Rotary Bookcase	\$10.00
With adjustable shelf, shown on p. 140	13.50



73s3. Rotary Bookcase. Same as 73s2, except one section taller. Hight of case, 43 in.; total shelving space, 8 ft. 6 in. This is the most satisfactory low-priced pattern.

PRICE

73s3. Rotary Bookcase . . . **\$12.50**

With adjustable shelf . . . **16.00**



Cut of **73s4.** (See next page.)

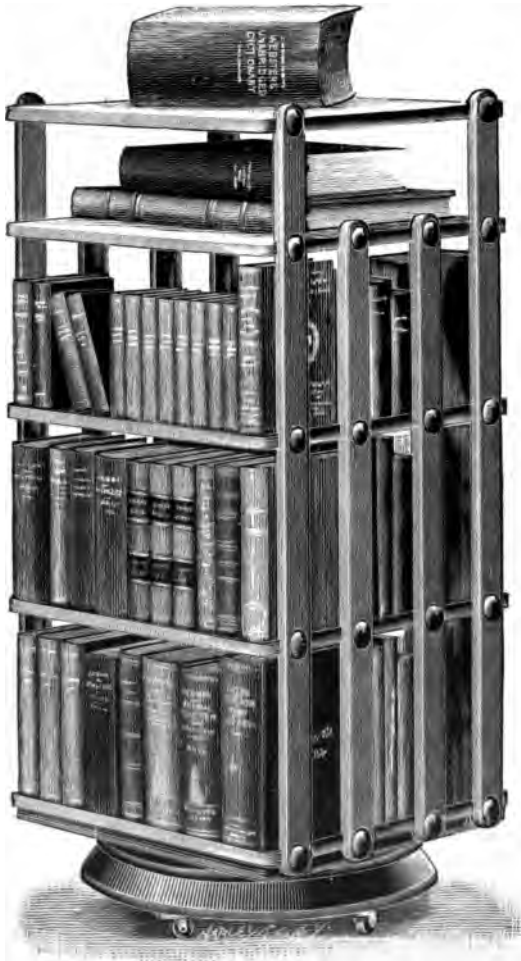
73s4. Rotary Bookcase. Larger diameter than 73s3. Has nine shelves; four are the full width of the case (20 in.), four short shelves between the backs of the long ones, and one open-top shelf for extra large books. Total length of shelving, eight feet.

Size, 20 x 20 in.; height, 36 in.; front shelves, $19\frac{1}{2}$ x $7\frac{1}{2}$ in.; side shelves, 4 in.; height of sections: lower, $11\frac{1}{4}$ in.; upper, $10\frac{3}{4}$ in.; height of atlas space, 6 in.

PRICE

73s4. Oak, walnut, or cherry,	\$15.00
With adjustable shelf (shown in cut),	18.50

Adjustable Shelf Attachment. (Shown in connection with 73s4, p. 147.) May be applied to all 77s cases. The shelf is adjustable to any angle, and forms a reading easel, writing desk, or level extension of the bookcase top. It is so arranged as not to interfere with the removal of the books from the shelves. This shelf is furnished for any case at an additional cost of \$3.50.



73s5. Rotary Bookcase. Precisely the same in every respect as 73s4, excepting that it is one section higher, giving 12 ft. of shelving. Size, 20x20 in.; height, 48 in.; height of sections: lower, $11\frac{3}{4}$, middle, $10\frac{3}{4}$, upper, 10, atlas, 6 in.

Price,	\$17.50
With adjustable shelf,	21.00

73s9. Rotary Bookcase. Constructed to accommodate the six volumes of the "Century Dictionary" — one on each of the shelves between the panels on the sides. All the other shelves are adjustable. Very handsome in design and finish.



Size, 24 x 24 in. ; hight, 53 in. ; hight from lower shelf to under side of top, 43 in. ; length of shelves, 20½ in. ; depth, 9 in. ; width of "Century Dictionary" shelves, 3¼ in. ; hight, 13¾ in.

73s9. Rotary Bookcase,		\$30.00
With adjustable shelf,		33.50

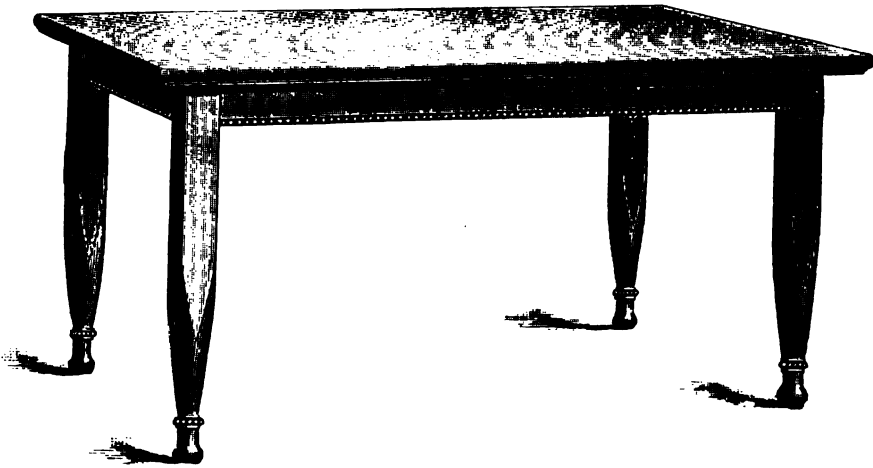
73s10. Same as 73s9 except one shelf taller, giving total hight of 60 in., and enough larger diameter to give increased length of shelves, making a total shelving space of 23 feet

73s10. Rotary Bookcase.		\$35.00
With adjustable shelf,		38.50

L. B. Reading-Room Tables. We recommend these as the best, strongest, and most satisfactory standard patterns for reading-rooms and libraries. All the details have been most carefully studied to obtain a maximum of utility at a minimum of expense. While we have every facility for making any design or variation to order, we commend these as meeting all requirements, and to be had at less expense, and without the delay of making to order. The regular tables are fitted with slides on either side, nearly doubling the available space, when needed. For the reader this added space is much more convenient at his side than in front. The "L. B." has been found the most convenient size; certainly, no larger can be recommended. They seat four easily and can accommodate six. We strongly urge tables not larger than those on our list.

Many libraries make the mistake of having one or two large tables for their reading-room in place of six or eight small ones. This plan may mean pleasure for a large family or economy for a boarding-house, but is not wise for the library. The student will rarely enjoy his studies with his work inspected by the curious, or his attention distracted by others in close proximity.

Small tables, too, can be arranged to suit convenience of space, and will accommodate more people for the space occupied than the same surface in a large one. The slightly added expense is more than compensated for by the gain in convenience and comfort to readers.



75m-n. Reading-Room Tables. Designed for the University of the State of Ohio, Columbus. A plain substantial table of standard size.

75m. Price: size 160 x 90 x 80 cm. (60 x 36 x 32 in.) . . . **\$20.00**

75n. Same without slides **15.00**

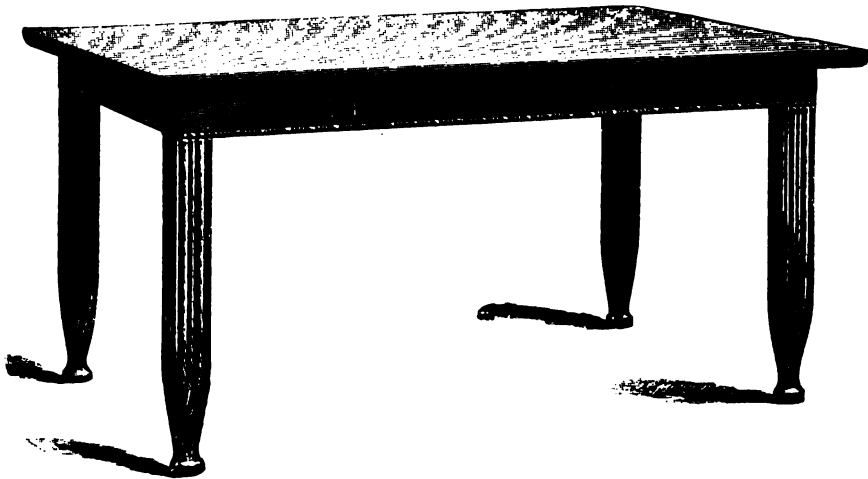
Ten or more in one order at a discount.



75o-p. L. B. Reading-Room Tables. These were designed by a leading New York architect for Columbia College Library, New York, and have been adopted by many others. They present a somewhat massive appearance, are very strongly built, and are guaranteed not to warp or split.

75o. Price: size 150x100x80 cm. (60x40x32 in.) **\$25.00.**

75p. Same without slides, **\$20.00.**



75q-r. L. B. Reading-Room Tables. Recently designed by the Bureau for the Mercantile Library, New York. An exceedingly graceful table; so constructed as to do without the stretchers of **75o** with safety.

75q. Price: size 160x90x80 cm. (60x36x32 in.) **\$25.00.**

75r. Same without slides, **\$20.00.**

Special price for large number of tables in one order.



76a. L. B. Study Table. Most library tables have interior fittings suited only to commercial uses. The L. B. is made solely for literary workers, giving widely different details, that increase its value tenfold in use. It is of the best material, workmanship, finish, pattern, and size of the best and most widely selling library table made. It is larger; drawers run back farther, giving one fourth extra capacity; it has reversible slides, which double the surface of the table-top when wanted, without taking any room, and are upholstered on one side for books and papers, and finished on the other for cutting or pasting. The L. B. safety device is put on all drawers, so that they are never accidentally thrown on the floor, and still can be readily removed if wished. The height, width, and depth of drawers, position and size of compartments, and every detail of construction have been carefully studied, and the result is the most useful library table made. The chief feature is the 144 adjustable partitions, which enable one, without tools, to make compartments running either way of any of the nine drawers, firm, strong, and of various sizes. The two upper drawers, on each side, fit No. 33 catalog cards, postal cards, and No. 5 envelopes on edge. The third, billet size, bank envelopes, and commercial note paper, and the bottom drawers take on edge all ordinary pamphlets. The center drawer has separate boxes for all denominations of p. o. stamps, rubber bands, pins, and all the little losables about a desk, with compartments for letter sheets, flatwise.

All drawers self-locking. Size of table, 135 x 75 cm (54 x 30 in.); height, 80 cm (31½ in.). Price, in oak, \$32.50. Walnut or cherry to order.



76b. L. B. Study Table. Five drawer. Similar to 76a in arrangement, and of the same superior workmanship and finish. Size, 120 x 75 cm (48 x 30 in.). Price, 76b, polished wood top, \$27.00.



76c. L. B. Study Table. Extra large. A splendid extra large office desk, with all the features of 76a. Top is one half larger. Drawers are same depth as 76a, but wider and longer. Preëminently the richest and most convenient flat-top desk made for public offices. The cut shows exterior details only, being taken from a desk two thirds the size. One who has room for a large desk, and wishes "the best," will be fully satisfied with this extra large L. B. Table. Heavily paneled sides and ends add greatly to appearance. Not kept in stock, but made promptly to order in any wood. Polished wood top or upholstered with billiard cloth. Size, 150 x 100 x 80 cm high (60 x 40 x 31.5 in.). Price, \$50.00.

77. Library, Study, and Reading-Room Chairs. The styles below, selected from a great variety of patterns, most completely meet the needs of libraries. Personal comfort, while sitting at a desk or reading-table, depends in large measure on the chair. Desk-chairs have low braces instead of arms, as this construction allows the chair to be brought nearer the desk, also to be slid under it when not occupied. Reading-chairs have arms. Swivel chairs are adjustable to any height by revolving, and save carpets, floor, and strength, because the twisting motion, in drawing up to the desk or leaving it, is transferred from the feet and floor to the pivot screw. Spring chairs rock on heavy springs, allowing one to adjust the slope of the seat or to gratify the common inclination to tilt back or rock.

All swivel and spring chairs are furnished with patent double casters, without extra charge.

In public reading-rooms, chairs with four legs, like the dining-room chair, are generally used, chiefly because less expensive than those with swivel and spring. For this purpose No. 77a, and the bent wood chairs are the favorites. Special catalog sent on application.



Oak, walnut, cherry, or ash.

77a. Full Arm Reading - Chair.

With full length arm and seat, making it very roomy and comfortable, and specially adapted to libraries and fine offices. Walnut, cherry, ash, or oak. For reading-rooms, where a large, substantial chair is wanted, at low price, this chair, with straight legs, which does not revolve or tilt, is usually adopted.

PRICES

77a1. Finely upholstered in leather, patent casters . \$18.00

77a2. Cane seat, 10.00

77a4. Cane seat, dining chair . 4.50



77b. Half Arm Reading-Chair. 77a slightly smaller and lighter, and with half arms only, but of the same high grade of material and finish. Oak, walnut, cherry, or ash.

PRICES

- | | |
|--|----------------|
| 1. Swivel and spring, upholstered in leather | \$15.00 |
| 2. Swivel and spring, cane seat | 9.50 |
| 4. Straight leg dining chair, cane seat | 4.00 |

77c. Desk Chair.
With braces, but no arms. One of the best desk chairs made. Oak, walnut, cherry, or ash.

PRICES

- | | |
|--|----------------|
| 77c 1. Swivel and spring, upholstered in leather | \$10.50 |
| 2. Swivel and spring, cane seat | 7.50 |
| 4. Straight legs | 3.50 |





77d1.



77d2.

77d. Half Arm Reading and Office Chairs. These are lighter and more graceful than 77b. A very handsome chair, with swivel and spring, and fitted with patent casters. Made in oak, walnut, or cherry.

PRICES

77d1.	Cane back	\$8.50
77d2.	Slat back	8.50

Bent Wood Chairs. For all purposes, the following light, strong, and handsome chairs are rapidly growing in favor, perhaps nowhere more than in reading-rooms and libraries. So light, a child handles them easily; so strong, they are never broken. They are almost noiseless,—with the patent L. B. rubber tips inserted, absolutely so,—a very important consideration. Handsomer and more durable than the heavy, clumsy patterns often made from architects' designs at large expense "to match;" these match any forms readily. Among the prominent libraries using them are the Pratt Institute, Brooklyn, N. Y.; Columbia College Library, N. Y.; Osterhout Free Lib., Wilkes Barre, Pa.; P. L., Quincy, Ill.; P. L., Salem, Mass.; Howard Memorial Lib., New Orleans; Belfast Free Lib., Belfast, Me.; Passaic Library and Reading-room, Passaic, N. J.; P. L., Melrose, Mass., and many others. Made by the famous Heywood Bros. & Co., Chair Manufacturers, they are fully equal to the imported, and at lower prices. We most cordially commend them as the best reading-room chairs. Oak, natural or antique, cherry, or walnut. Special terms will be made on large quantities.



77g1.

77g2.

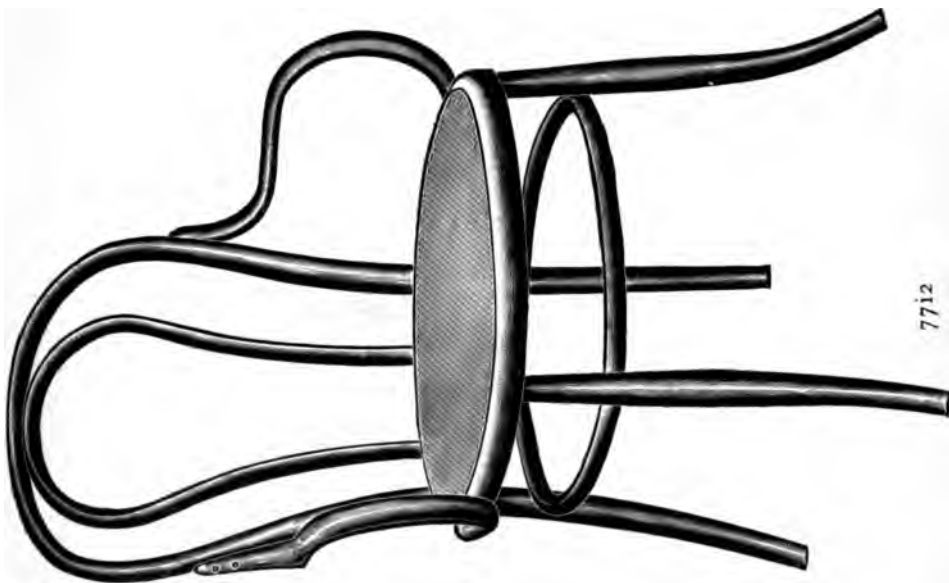
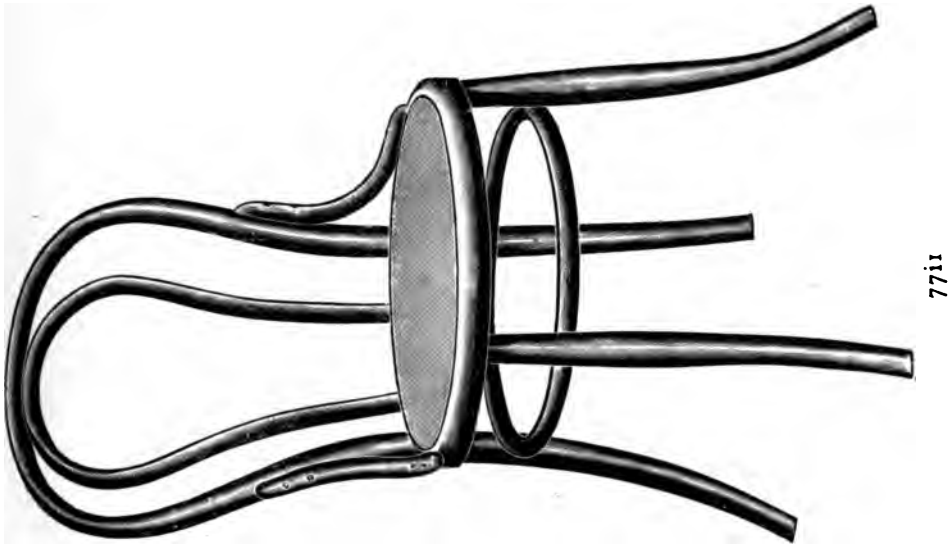


77g3.

77g4.

PRICES

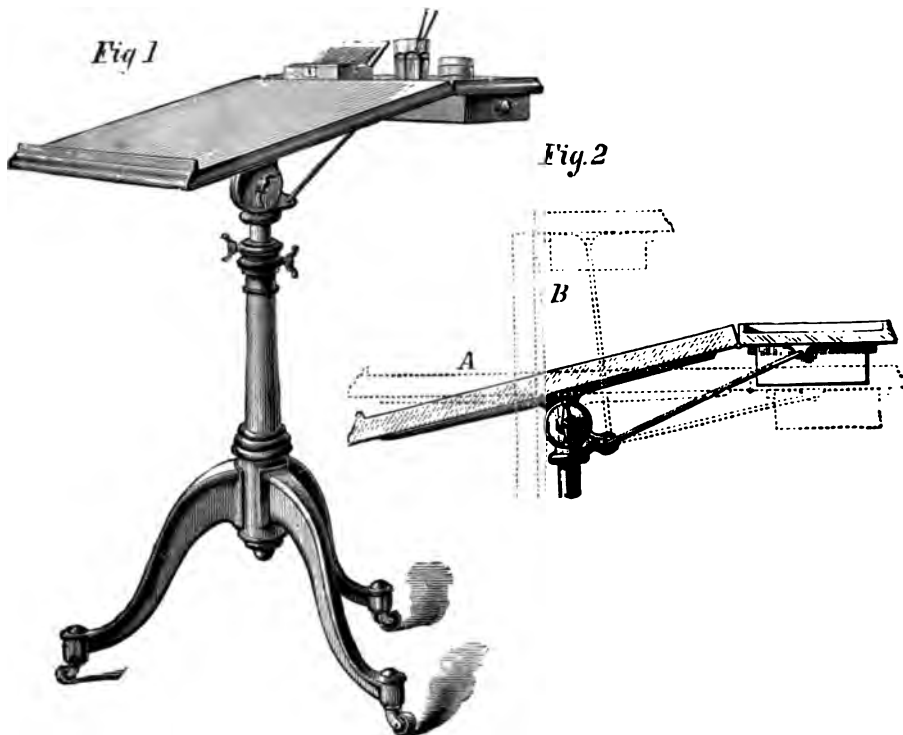
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| 77g1. No Arm Reading-room Chair, \$3.00 | 77g3. Swivel and Spring Desk Chair, \$5.00 |
| 77g2. Arms and Large Seat, . . . 4.00 | 77g4. " Large Seat Arm " 6.00 |



Same as 77g1 and 77g2, except the back, which is open

PRICES

7711.	No arms	\$2.00
7712.	Arms and large seats	3.00
7713.	Swivel and spring chair	4.00
7714.	Swivel and spring arm chair	5.00



78a. Adjustable Drawing Stand. A table for drawing or writing, a stand for holding large books or portfolios of engravings for consultation, and an artist's easel. Hinged to the upper side is a shelf 18 cm (7 in.) wide, with safety ledge, for holding a lamp, inkstand, writing materials, drawing instruments, or artist's brushes and apparatus. Under this shelf are drawers for working materials. An ingenious mechanism keeps this shelf always horizontal, steady, and safe, whatever the changes in the slope of the desk itself. The dotted lines show the table horizontal at A, or vertical at B. When nearly vertical it occupies little space, and forms a perfect easel. For this, a neat artist's attachment, not shown in the cut, is furnished (\$1.50) for holding the picture, and the adjustments are so simple that a mere touch is sufficient to effect a change in the light which falls on the work. The standard is hollow, with a leg running in it, thus securing a third variation in height, so that the top can be at any point from 30 to 44 in. high, to use either sitting or standing. The whole weighs 55 lbs., and carries a drawing-board 26 in. square. An extension wheel to adjust and clamp in any position, \$1.00 extra. Made in oak, natural and antique, walnut, and cherry, fitted with casters.

- | | | |
|----|--|----------------|
| 1. | 22 x 26 in., instrument shelf, 7 x 26 in. | \$10.00 |
| 2. | For counting-rooms, architects, etc., same as No. 1, with two instrument drawers, on casters | 12.00 |
| 3. | Same as No. 2, selected material, polished, castings bronzed and ornamented | 15.00 |
| 4. | Engraving stand of fine mechanism and finish | 20.00 |

78n. Newspaper rack. A new device for holding files of current newspapers in the most compact way, yet having each paper

partially exposed to view for identification.

The problem of filing papers in the least space, consistent with ease of selecting the one wanted without handling the others, has never till now been satisfactorily solved. Our new rack is the solution.

It is a frame of oak, handsomely finished, with slanting sides fitted with specially designed solid bronze hooks sufficient for twenty files. The hooks are arranged one above another so the file sticks resting on them leave about six inches of each paper visible, except

the lowest ones, which are wholly exposed. Made to order in walnut, cherry or mahogany.

Regular sizes 28 and 34 inches. Other sizes made to order.

Price	\$15.00
In mahogany, additional	3.00
Same, cheaper finish electroplate hooks	12.00



78p. Periodical rack. For holding current magazines. It is made of oak, with slanting sides, so as to form a series of pockets like a ticket case, in which the magazines rest one row above another. Its advantages are obvious. It takes one third the floor space of tables. It costs less. The magazines cannot be knocked off by careless handling. Each one is sufficiently exposed to enable the reader to find the one wanted without touching others. As desirable for hotels and news-rooms as for libraries. These can be made to order in walnut, cherry, or mahogany, or in two-sided form.

Price	\$18.00
In mahogany, additional	4.00

79a. Folding Steps. One often has to deal with shelving already built beyond reach. The ordinary step-ladder is forever in the way, and causes falls and minor injuries. Something of the kind is necessary, often up to 90 cm. The best patterns which we have been able to devise or find are the Folding Library Steps, given below.



OPEN.

HEIGHT		PRICE	
60 cm	24 in.	-	\$3.50
70 "	28 "	-	3.75
80 "	32 "	-	4.00
90 "	36 "	-	4.50



CLOSED.

The steps are folded in at a touch, making a strong stool, take little space, useful for a seat or table, and can be easily carried.

79b. Chair and Steps.



This is a recently invented form of folding step, that for many uses is better than 79a. They are equally strong, and as step ladders are as substantial as any. When not used for steps, they can be turned instantly into a strong wood bottom chair. Liked wherever used. Price in oak or walnut \$3.00



81. Hectographs. A simple method of making up to 100 copies of any matter, such as mss, drawings, plans, etc., from one original writing. No press, roller, pad, stencil, or prepared paper. The complete apparatus is a Hektograf, Ink, and a Sponge.

PRICES.

Size.	No.	Thin.	No.	Thick.
Postal Card,	<i>a</i> ,	\$1.00	<i>i</i> ,	\$2.00
Note,	<i>b</i> ,	2.00	<i>j</i> ,	4.00
Letter,	<i>c</i> ,	3.50	<i>k</i> ,	6.00
Cap,	<i>d</i> ,	5.00	<i>l</i> ,	8.00

81m. Mimeograph. Libraries find many uses for a good duplicating process in printing lists of duplicates, notices, bulletins, and brief finding lists. Beside saving in printers' bills, it gives matter an autographic character not obtainable from type.



Various instruments for the purpose of duplicating have been placed before the public, one or two only of which have contained points of merit distinguishing them from the many which have proved to be practically useless when not in the hands of an expert.

The Edison Mimeograph reproduces autographic writing, sketches of all kinds, architectural drawings music, etc., in almost unlimited numbers from an original, which is made by the operator as easily as one would write or sketch with a lead pencil.

Beside this, its use has been extended to cover the ordinary type-writer work, such as the Remington, Caligraph, Hammond, and Crandall produce, the stencils being prepared on the machine. From them 1,200 to 1,500 copies can be taken, which it is practically impossible to distinguish from an original.

The following cuts and notes show how simple a process it is:—



The writing is done with a stylus in the same free-hand manner as with a lead pencil. The stencil is made by the rough surface beneath the prepared sheet.

After the stencil is completed it is placed in the printing frame, in which it is held taut, and in position for rapid printing.

A sheet or card, on which the printing is to be done, is placed



beneath the printing frames, and the inked roller passed over the stencil sheet, exactly reproducing the matter written. This can be repeated 1,000 or more times with satisfactory results.

Each outfit is complete with one quire of stencil paper, one tube of black ink, stylus, blotters, etc., and is packed in a handsome hardwood case.



PRICE LIST

81m0.	With Writing Plate $1\frac{1}{2}$ in. wide, prints 6 x 8 in.	\$12.00
81m2.	" " " $1\frac{1}{2}$ " " " 9 x 12 "	15.00
81m3.	" " " $1\frac{1}{2}$ " " " 11 x 16 "	20.00
81m4.	" " " 3 " " " 6 x 8 "	14.00
81m5.	" " " 3 " " " 9 x 12 "	17.50
81m6.	" " " 3 " " " 11 x 16 "	23.00

No. **81m5** is more widely used than any other outfit. It takes the most used standard sizes, and the extra width writing plate is worth more than the added cost in convenience.

Manifolding Typewriting. This process differs from the one just described only in making the stencil. A sheet of specially prepared stencil paper is used, back of which is placed a perforating silk, and both inserted in a typewriter, and written upon in the usual way, except that no ribbon whatever is used. The stencil is made by striking the type against the stencil sheet, thereby driving the wax coating into the perforating silk. When written, it is used on the printing frame in the same way as indicated above.

81m7. Mimeograph. For typewriter duplicating ONLY, for use on the Caligraph, Hammond, Remington, and New Model Crandall Typewriters, prints 8 x 12 in. Complete with one quire of stencil paper, one tube of either black, blue, purple, or green ink (purple ink will be sent unless otherwise ordered), 2 doz. large blotters, perforating silk, etc., **\$12.00.**

81n. Typewriter Attachments. These are supplementary to the regular outfits 81m, completing them for typewriter use.

PRICE OF TYPEWRITER ATTACHMENTS

81n1.	Typewriter attachment for Nos. m0 or m3	\$4.00
81n2.	" " " Nos. m1 or m4	5.00
81n3.	" " " Nos. m2 or m5	6.50

85a. Waterman's Ideal Fountain Pen. This pen holder consists of four (4) pieces of hard rubber, as shown in Fig. 4.



Fig. 3. No. 4. Pen full size) with Cap on top ready for Writing.

Fig. 4. Sectional View of Pen. A, Gold Pen. B, Feed-Bar. C, Point-Section. D, Barrel. E, Cap.

The handle is the reservoir for the ink, and is made in two pieces — the point section, *C*, and the barrel, *D*, with a screw-joint so that it can be opened and filled without inking the fingers.

The pen, *A*, is held in the point section, *C*, by the feed-bar, *B*, which also carries the ink from the reservoir to the pen.

The fourth piece is the cap, *E*, which covers the pen, protects it from injury, and keeps the ink from drying when the pen is not in use.

It is the simplest, cleanest, readiest, and most easily managed of all fountain pens.

There are no air-valves or complicated machinery, consequently nothing to get out of order, be adjusted, or regulated.

When the cap is removed the pen is ready for use, and when the writing is done and the cap replaced, the pen is ready for the pocket.

It writes, according to the size of the holder, from 10 to 25 hours continuously, with one filling; and any desired kind, color, or quality of fluid ink can be used.

Gold pens of the ordinary forms are used, and your favorite pen can be fitted.

The hard rubber is incorrodible, and with a gold pen there is nothing that can be affected by the ink, hence unless accidentally injured will last a lifetime. They can be filled and left for months without being used, and when opened the ink will flow as readily as if just filled.

With each pen is given a certificate which warrants the holder unconditionally, and guarantees it to give satisfaction on thirty days' trial, or the money will be refunded.

In ordering state whether a long or short nib, with coarse or fine point, and a rigid or elastic pen is wanted, or send steel pen used.

No. 3. The smallest size is $5\frac{1}{4}$ inches long and $\frac{5}{16}$ of an inch in diameter. \$3.50.

No. 4. $5\frac{3}{8}$ inches long and $\frac{3}{8}$ of an inch in diameter; is the most popular and convenient pen. \$4.00.

No. 5. $5\frac{1}{2}$ inches long and $\frac{7}{16}$ of an inch in diameter. \$5.00.

No. 5½. $6\frac{1}{4}$ inches long and $\frac{7}{16}$ of an inch in diameter. \$5.50.

Address all Orders to the Library Bureau.

DICTIONARY HOLDERS

These ingenious devices have been before the public only a few years, but are found to answer so universal a want that they are now considered an indispensable accompaniment to a dictionary. A dictionary without a holder is a hidden treasure. The dictionary, to be of service, must be used ; to be used it must be at hand when wanted, and to be at hand when wanted it must be in a holder ready for reference. Children and grown people use a dictionary if it is in a holder, when they would not go to a bookcase for it. The holder is worth its cost for the preservation it affords. The great and costly book does not get racked, soiled, spoiled, or used as a footstool. Open it, and it remains open ; close it, and it remains closed. If at your side when reading, the task of looking up new words is not deferred and then forgotten, but done instantly and easily. A thousand dictionaries in out-of-the-way places do not instruct, while a single dictionary mounted in a holder might serve thousands. In fact, the holder is the great helper of the great lexicons, and in making these stores of learning available is second in importance only to the lexicons themselves.

**86c. Century dictionary stand.**

A handsome stand of polished oak, made with 7 shelves, one for each volume of the Century dictionary. Each shelf is fitted with 5 patent brass rollers, on which the book rests. These allow the heavy volumes to be removed without wear to leather or cloth binding. The stand is made with sloping top on which to rest the volume during consultation.

Price in oak, **\$15.00.**

Other woods to order.



86d2. Dictionary Holder, with Casters. Price, \$5.00.



86d3. With Side Shelf. Price, \$6.50.



86d4. With Revolving Side Shelf. Price, \$6.75.



86d5. With Central Revolving Shelf. Price, \$6.75.



86d6. With Revolving Shelf and Book Supports. Price, \$7.50.



86d7. With Revolving Bookcase. Price, \$9.00.



86d8. With Revolving Shelf and Book-Rest Attachment. Price, \$9.50.



86d9. With 2 section Revolving Bookcase. Price, \$13.00.

86e. Atlas Stand.

Made for holding an atlas or large folios when open, at any desired angle, and when closed, protects from injury and keeps the book in good form.

Oak, walnut, or cherry.

Price, \$6.00.



86e2. Reading Stand. A combination of the Chair Reading Rest and revolving side shelf upon the tripod of an 86d1 Dictionary Holder. It gives adjustable height and angle, and on casters it can be slid about the room, alongside the chair or lounge, allowing a greater variety of positions to the user than is possible with the chair rest. Walnut, oak, or cherry. Price, \$7.00.



86f. Perfection Book Rest.

Adjustable to any incline. From the top of the rod, fastened to the chair arm, extends a jointed lever by means of which the position of the book can be arranged to suit the convenience of the reader.

The top can be used as a writing desk, and a drawer holds writing materials.

PRICES

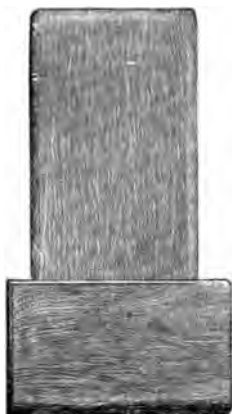
86f1. Plain oak, walnut, or cherry, . . .	\$3.50
86f2. Billiard cloth top, .	4.00
86f3. Plain black walnut, with drawer, . . .	4.50
86f4. Billiard cloth top, with drawer, . . .	5.00

**86h. Perfection Table Rest.**

Adjustable to any angle, and revolves at a touch. The base alone is a valuable supplement to 86f. Furnished in oak, walnut, or cherry.

PRICE

86h. Perfection Table Rest,	
Complete,	\$2.00
Base only,	.75



86k. Arm Rest. In writing on the bottom lines of the Accession Book or any account book the writer is compelled to have some support for the arm, or the handwriting becomes cramped and not uniform with the rest of the page. The L. B. Arm Rest overcomes this difficulty, and gives greater ease in writing.

Made in mahogany, handsomely finished. Price, 75c.



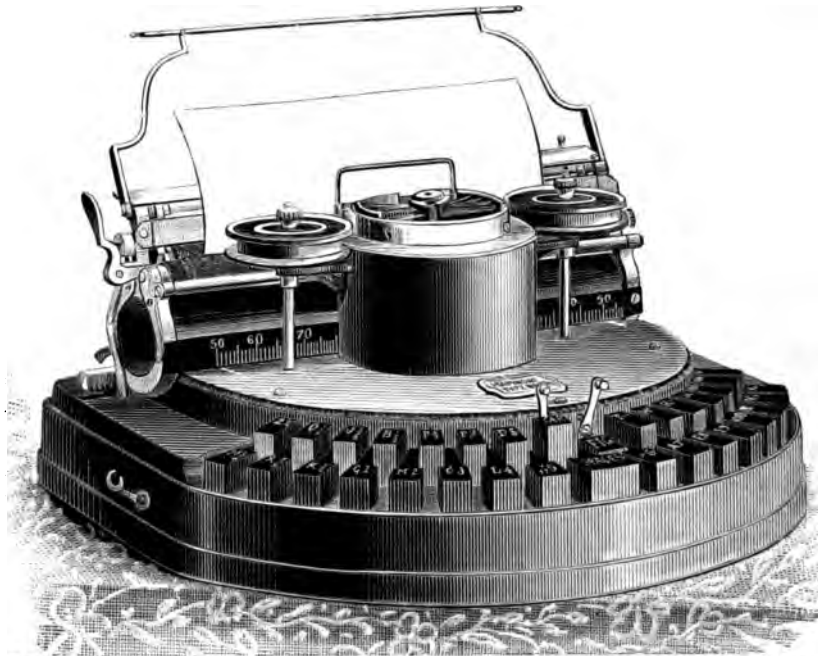
86l. L. B. Ledger Rest. For holding on the desk, at any angle, large books of record or reference, like the heavy library accession book. An improvement on the form heretofore used

in banks and offices. When not in use it shuts flat, and can be stored between the books.

We make for "cap" books a small size, 40 x 44 cm (16 x 18 in.); for "medium" and "demy" books, 44 x 60 cm (18 x 24 in.); and one for large bank and insurance books, 50 x 75 cm (20 x 30 in.). Oak, walnut, and cherry in stock, and other woods made to order. The Rest saves the books as well as the writer, and is indispensable when once used. Our L. B. is at once handiest, folds more compactly, is handsomest, and for quality, the cheapest.

PRICES

8611.	40 x 44 cm. (16 x 18 in.)	.	.	.	\$3.00
8612.	44 x 60 " (18 x 24 in.)	.	.	.	3.50
8613.	50 x 75 " (20 x 30 in.)	.	.	.	4.00



88a. Hammond Card Cataloger. Preëminently the library typewriter, and the only one thus far invented that writes catalog cards perfectly. For general correspondence, as well as special library work, it gives speed, great perfection of work, ease of manipulation, and simplicity of mechanism. The great importance of having the card catalog written legibly and permanently, to be assured against the possibility of having to incur the great expense of re-writing faded cards, is a growing consideration. The Hammond does its work for all time, produces matter as easily read as printed cards, and gives absolute uniformity in the catalog. While libraries possessing old catalogs are adopting type-written cards, no library starting a new catalog can afford to do without it. Much used in writing shelf lists, intercalation being made with it so readily. We know of no library that has not found it a labor-saver, compensating for its cost many times over. The Hammond gives perfect alignment, absolutely uniform impression and rapidity, has interchangeable types, admits any width of paper, is light and portable. Sent on one month's trial, with privilege of return, to any library wishing to purchase.

The Library Bureau Hammond is fitted with special patented attachment for holding cards, and a wheel with the special characters needed in cataloging, as indicated by the Library School Card Catalog Rules, and the key board is correspondingly engraved. While we sell this special machine for library work, we can furnish machines without the technical type wheel if desired.

PRICES

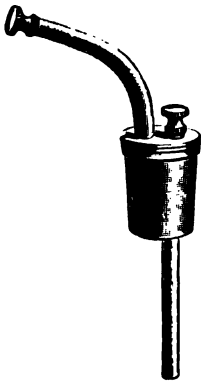
Hammond card indexer (in mahogany, walnut, or oak case)	\$100.00
Additional Type Wheels, each	5.00
Copying Ribbons, black, purple, blue, green, or red, or Non-Copying Ribbons, on spools	\$2.00 each. Without spools, \$1.00 less.

Black Record Ribbon is most used for cards.

89a. Novelty Paper Fastener. For fastening legal papers,

filing reports, memoranda, bills of lading, newspapers, etc., binding letters, papers, books, magazines, etc., posting cards, show cards, circulars, price currents, etc. One blow drives and clinches the staple. It does

the work perfectly of a high-priced machine. Besides its use as a paper fastener, it will be found a handy device for fastening tags to trunks, boxes, etc. Its uses about office or home are almost unlimited. It works equally well with paper, cloth, wood, rubber, etc., and so quickly and well as to be often preferred to glue, paste, pins, etc. It is a wonderful little invention, and its own merits have given it a marvelously large sale. Extra staples cost 30c. per 1,000 for $\frac{1}{8}$, $\frac{1}{4}$, $\frac{3}{8}$, or $\frac{1}{2}$ inch. Price, complete, driver, holder, clincher, 500 staples and 100 suspension rings, 50c. Extra suspension rings, 60c. per 1,000.



Style B.
Reduced cut. Cork is
same size as style A.

89b. Ink Vents. This device removes the annoyance and danger of filling inkstands and wells from large bottles; e. g. the cork of the quart bottle is replaced by the Vent. If a nose is cut into the bottle, put a bit of folded paper in it before pressing the Vent cork into place, where it remains till the bottle is empty and the Vent wanted for a new one. Besides the convenience, the saving of a single stain pays many times the trifling cost.

This style is perfectly air tight and admits of pouring into the smallest opening without spilling a drop. The fore-finger pressed over the air vent regulates the flow, so that overflowing, dripping, etc., are entirely avoided Price, 25c.

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